

CLASSIFICATION ADDENDUM

Job Title: Engineering Technician

Classification Specification: Technical Specialist

Barg Unit: OPE

Pay Grade: B22-B24

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The Engineering Technician performs a wide variety of field and technical office work of a paraprofessional engineering nature. Depending on the required competency level of the position, duties may or may not include the following at varying levels of participation and complexity: provides paraprofessional staff support for a field survey party; collects field data, plots field notes and makes computations; provides information to members of the public, representative of other agencies and utilities; drafts city maps and display charts and updates City maps using AutoCAD and/or Arcview; performs transportation related studies and analysis; participates in field inspections; participates in the preparation of project contract documents; prepares construction drawings; researches, accepts, processes, and evaluates permits; analyzes and interprets documents; completes paraprofessional engineering studies; completes project design work; prepares engineering reports, summarizes bids, processes pay sheets; provides technical assistance related to the foreclosure process; develops public improvement needs, scheduling, and cost estimates; may provide lead for assigned staff. Performs related duties as assigned.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the field of engineering with sufficient related work experience, typically in paraprofessional engineering work.

Licensing Requirements:

- Valid Oregon Driver's license at time of appointment.

Knowledge:

- Surveying, drafting, and engineering principles and instruments;
- Engineering mathematics;
- Construction principles and methods;
- Street, sanitary sewer and storm drain design.

Skills: *(Demonstrated skill in performing the following)*

- Interpreting field notes and survey sketches;
- Utilizing manual and automated drafting techniques;
- Utilizing graphic software.

Essential Characteristics and Duties Addendum

Qualification For Grade Progression:

B22 - Contributing
B23 - Journey
B24 – Advanced/lead

Physical Requirements Addendum

Light Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.

Travel as required. Some positions may require walking on uneven terrain and unfinished surfaces.

Addendum History

Created: 2012.01