



## Job Description

**Job Title:** Engineering Technician

**Department:** Public Works

**Reports To:** City Engineer

**Classification:** Non-Represented

**Wage:** Salary Grade 9

**Date Issue:** 11/2015  
Salaries & Grievances

## Position Summary

Under general direction, performs a variety of responsible semi-professional engineering tasks of a complex nature which require a high sense of responsibility and initiative to work independently without supervision and to work from oral and written instructions.

## Essential Duties & Responsibilities

1. Serves as chief of field crew as needed and acts as instrument man.
2. Completes final drawings consistent with engineering determinations and with a minimum check for technical adequacy.
3. Drafts and prepares plans and drawings used in construction of sewers, curbs and gutters, and street work from field notes, rough sketches, old drawings, and oral instructions to put designs, plans, and specifications into acceptable form.
4. Works in close support with the design engineer to develop the details of form and relationship of components, and recommends and makes routine design changes where necessary.
5. Makes special plans, traces, profiles, and sections for public works projects, and performs special drawings, drafting projects, detailed investigations and studies for other departments.
6. May maintain file records and reports, answer public inquiries, interpret drawings and plans when requested, and figure special assessment charges.
7. Inspects the work of private contractors and City work forces and provides documentation of this construction, including lab tests.
8. Helps coordinate with the winter snow removal.

9. Performs other related work as required.

### **Qualification Requirements**

Working knowledge of basic departmental procedures, policies, practices, and related municipal codes.

Proficiency in mathematics, reading charts, graphs, and construction plans.

High level of accuracy and proficiency in interpreting and compiling legible records and data and ability to collate and summarize data and prepare reports.

Working knowledge of surveying principles and ability to interpret plat field notes.

Ability to establish and maintain effective working relationships with the public, contractors, and

other departments.

Possession of a valid Wisconsin Motor Vehicle Operator's license in good standing and an insured

automobile for use on the job.

### **Education and/or Experience**

Associate's Degree in Civil Engineering Technology or closely related field.