

City of Salem
0102 ENGINEERING TECH 2

NATURE OF WORK

This is technical, moderately complex, subprofessional engineering and drafting work.

Work involves responsibility for skilled use of engineering and related skills in a variety of activities including field surveys, street improvements projects, preliminary plan design preparation, preparation and updating of maps, cost estimating, construction inspection, and transportation alternatives. Work responsibilities also include communication with citizens, maintenance of records, completing mathematical computations, preparation of informational materials, drafting, and tracing.

Work may be concentrated in a particular area of assignment or may involve several major areas of emphasis. Work is performed under general supervision with opportunity to use independent judgment as experience is gained. Work of this class is distinguished from that of Engineering Technician I by the level of complexity of engineering and the greater latitude of the incumbents in determining work methods to complete assignments.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the duties listed and many positions will involve duties that are not listed.)

Performs chain or instrument work on field survey parties. Performs locations, topographic, staking, and related engineering work; computes curves, elevations, and grades and makes sketches; draws maps and plots cross-sections; coordinates and updates maps.

Tests material samples.

Reviews single family plans to ensure proper infrastructure design according to routine standards; inspects projects for specification conformance; contracts and confers with private contractors and individual property owners regarding construction work being performed in the public rights-of-way; inspects for condition of streets and other public improvements; completes various reports and may prepare "as-built" drawings.

Researches technical information to assist in the development of transportation alternatives, facility maintenance or improvements, or other engineering related activities. Enters engineering and technical information into personal computer. Notifies and works out conflicting data issues with other City staff. Generate maps and reports to support management analysis and decision-making.

Confers with persons requesting service or making complaints; communicates a variety of technical information including existing policies and procedures to citizens, community groups, or City employees.

May train, oversee, and check the work of other Engineering Technician's for accuracy and completeness.

Performs other work as required.

WORK QUALIFICATIONS

Experience in performing engineering and drafting tasks, completion of a two-year technical course with an associate arts degree and major course work in engineering or mathematics; or any equivalent combination of experience and training which provides in addition to the above knowledge and abilities:

Knowledge of

- Mathematics
- Drafting methods and instruments.
- Engineering maps and records.
- Construction and inspection methods, materials, and testing techniques.

Ability to

- Perform precise survey work, make complex calculations, and reduce field notes.
- Draft maps and plot cross-sections.
- Prepare clear and concise written reports.
- Perform mathematical calculations.
- Sketch and draw maps and plans.
- Follow oral and written instructions.
- Use modern office equipment including personal computers
- Maintain effective working relations with others.
- Communicate effectively, both orally and in writing.
- Meet the city's driving standards including possession of a valid Oregon's Class C driver's license.
- Maintain required work hours and attendance.

Revision: June, 2003

Human Resources Director