

City of Salem
0103 ENGINEERING TECH 3

NATURE OF WORK

This is technical and skilled subprofessional engineering work. Work involves responsibility for directing a survey party over very basic survey work, or a combination of testing and inspection of construction materials and projects, and highly skilled drafting and map work. Work requires application of precise engineering knowledge gained through training and experience. Work direction may be exercised over subordinates engaged in survey, drafting, and inspection activities. Work may be concentrated in a survey party chief assignment or may involve several major areas of emphasis including complex engineering drafting using CADD or design review of relatively standardized designs. An employee of this class exercises independent judgment under general supervision.

This job is distinguished from Survey Party Chief by the latter's more independent responsibility for projects of greater scope and complexity. It is distinguished from CADD Technician by the requirement in CADD Tech to spend a significant portion of time in design and drafting where the design work is from rough concepts to support one or more projects. It is distinguished from PW Development and Inspection Specialist by the latter's requirements for State of Oregon plumbing and cross-connection licensures.

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.)

Act as party chief of a survey crew performing very basic survey work; direct recording of field notes and the use of survey equipment.

Prepare basic plans, specifications, and drawings for storm drainage, water and sewer, and sidewalk projects. Lead others and participate in legal and property records research, and boundary studies. Lead and participate in computing of assessments and project costs. Organize and lead testing and construction inspection procedures.

Respond to public inquiries. Investigate circumstances and resolve technical matters in accordance with established appropriate records. Confer with persons requesting service; communicate technical information concerning the application of engineering policies and procedures of interest to community groups, citizens, or city employees.

WORK QUALIFICATIONS

Considerable experience in engineering and drafting; completion of a two-year technical course with an associate degree from an accredited college with major course work in engineering or mathematics; or any equivalent combination of experience and training that provides the following knowledge and abilities:

Considerable knowledge of

- Elementary principles of civil engineering,
- Methods employed in land surveying and the use of appropriate instruments.

- Construction and inspection methods and materials and testing techniques.

Knowledge of

- Principles of engineering designing procedures.
- Drafting methods and instruments.
- Engineering maps and records.

Ability to

- Perform precise survey and drafting tasks, to make complex calculations, to reduce field notes, and to prepare drawings and reports for public works and utilities projects.
- Maintain effective working relations with other employees, contractors, and members of the public.
- Independently plan and prioritize work for completion.
- Effectively provide technical assistance and work direction to subordinate personnel.
- Use modern office equipment including personal computers.
- Meet the City's driving standards including maintaining a valid Oregon Class C driver's license.
- Maintain required work hours and attendance.

Human Resources Director
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