SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Engineering Technician - Public Works

Revision Date:	04/06
EEO Function:	Streets & Highways
EEO Category:	Technician
Status:	Non-Exempt
Control No:	30524

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the City Engineer, provides engineering support and assistance as related to capital improvement design and construction, transportation studies, and other engineering related fields.

III. Essential Duties

- Design small capital improvement projects, to include gathering necessary field data, performing elementary engineering calculations and coordinating with other departments and agencies to develop simple street alignments.
- Perform Computer Aided Design (CAD).
- Manage contracting, construction and inspection of small capital improvement projects.
- Organize and maintain an Engineering Project File Management System for development and capital improvement project files, to include flat files for drawings.
- Assist the City Engineer with various studies, data collection and reports.
- Assist the City Transportation Engineer as needed with data collection, processing and modeling.
- Assist the City Surveyor as needed with survey activities, computations, review of contractor surveys, and preparation and review of legal descriptions.

IV. Marginal Duties

- Deal with phone calls from citizens and contractors.
- Perform other duties as assigned.

V. Qualifications:

Education: Minimum two years college (Associate Degree preferred) with training in engineering, drafting, construction management or related field.

Experience: Four years of construction and/or civil engineering related experience.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: General principles of civil engineering, specifically construction and maintenance of roads; computer operations, to include word precessing, spreadsheets and AutoCAD; surveying, to include using Total Station and GPS systems; drafting; familiarity with OSHA regulations and safe work zone practices.

Responsibility for: Exercising good judgement and care when conducting tasks. Proper care and use of materials, equipment, and tools.

Communication Skills: Communicate effectively verbally or in writing; use tact and good judgement to avoid friction; be able to professionally furnish and obtain information from other departments, contractors and citizens; ability to communicate with others; ability to deal with upset and irate people.

Tool, Machine, Equipment Operation: Regular use of a telephone, calculator, computer, plotter, printer, City vehicle and surveying equipment. Occasional use of construction testing equipment, to include the Troxler density gage.

Analytical Ability: Communicate effectively verbally and in writing; read plans and blueprints; follow verbal and written instructions; prioritize tasks; establish effective working relationships with employees and the public; records management skills; work independently with little supervision.

VI. Working Conditions:

Great mental effort is required daily; frequent exposure to stress caused by a need to meet deadlines; frequent field work with exposure to traffic, dust, noise, various weather conditions and construction site hazards; constant seeing, talking and hearing are required for the performance of all job tasks; required to push, pull or lift up to 50 lbs; frequent stooping, crouching and bending.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.