



## City of Irving Job Description

### Senior Engineering Technician

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Capital Improvement Program
<b>Job Code:</b>	34462	<b>Reports To (Job Title):</b>	Engineering Manager

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#### PURPOSE

To utilize modern civil engineering and surveying practices to design, analyze, calculate, and oversee construction of public works and landfill projects and to perform a variety of technical tasks relative to assigned area of responsibility.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Prepare engineering designs and drawings for public works projects including water, sanitary sewer, storm sewer, hydraulic systems, landfill, and paving projects.
- Create bid documents and cost estimates for proposed jobs.
- Prepare regulatory and compliance documents for projects.
- Review local, state, and federal environmental regulations and verify compliance as directed by supervisor.
- Oversee projects, answer questions in the field, and make changes to field documents.
- Use complex software systems to design and prepare documents and reports.
- Train engineering technicians and interns on proper data collection techniques.
- Visit worksites to inspect progress of information gathering and construction.
- Update computer software and maintains hardware functionality.
- Research utility easement locations, right-of-ways, and property ownership through City Secretary's office, GIS, and public records.
- Perform related duties as assigned.

#### OTHER DUTIES AND RESPONSIBILITIES

- Prepare technical data into presentation exhibits for internal and external meetings.
- Work with public to resolve complaints regarding projects.
- Assist in the preparation of year end infrastructure reports.

#### SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 2-3 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

None

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to an Associate's degree from an accredited college or university with major course in a closely related field.

### **EXPERIENCE**

- Minimum of three (3) years related experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate, valid, state-issued driver's license, or the ability to obtain one, may be required.

### **KNOWLEDGE OF**

- Design: Design techniques, principles, tools, and computer CADD software involved in the production and use of precision technical plans, blueprints, drawings, and models.
- Construction Principles: Materials, methods, and the appropriate tools to construct objects, structures, and buildings.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- Environmental Laws and Regulations: Federal, state, and local environmental laws and the ability to apply current information to given situations.
- English Language: The structure and content of the English language, including the meaning of words and grammar.

### **SKILLS AND ABILITIES IN**

- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Planning and Cooperation: Sensing the environment and setting goals and objectives for positive team relationships.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Self-Management: Working independently and without supervision.

## **GUIDANCE RECEIVED**

### **Direction and Varied Methods**

Typically receives general direction about assignments and work results to be attained. Requires judgment to determine which methods apply and what data/information should be considered. Position must think through how issues can be addressed within existing policies and procedures and may assist others with more complex work methods and problems.

## **CONTACTS**

Interacts with contractors and citizens

## **EQUIPMENT AND PROPERTY**

Personal computer, printers, copiers, fax, camera, and automobile

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to see, sit and/or stand. Frequently, s/he is required to listen. Occasionally, s/he is required to walk and/or drive a vehicle. Rarely, s/he is required to carry, lift up to 25 lbs.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee occasionally is exposed to a dirty environment, extreme temperatures or weather conditions, and/or noise. This job requires the employee to make decisions directly affecting to the safety of others. The noise level in the work environment is usually low to moderate.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.