



City of Irving Job Description

Senior Engineering Technician

FLSA Status:	Non-Exempt	Job Department:	Capital Improvement Program
Job Code:	K462	Reports To (Job Title):	Engineering Manager

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.