

**JOB DESCRIPTION  
CITY OF REPUBLIC, MO.**

Job Title:           **Engineering Technician II**  
FLSA Status:       Regular - Hourly

**PRIMARY PURPOSE**

Performs technical and administrative work in the area of civil engineering of above average difficulty. Responsible for the coordination and administration of the permitting process for the construction of public infrastructure. Prepares technical and procedural specifications for equipment acquisition and construction projects. Provides office and field support for other Public Works Divisions.

**SUPERVISION**

Under the general supervision of the Public Works Director.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Reads and interprets construction plans, sketches, maps, surveys, legal descriptions and engineering reports;
2. Review of construction drawings and technical specifications for conformance to published design and technical standards.
3. Compiles and maintains departmental files and project log books/summaries for the construction of public infrastructure. Provides orderly documentation, permit recording, and filing of records for public infrastructure construction activities.
4. Preparation of bid specifications and purchasing documents.
5. Preparation of project specifications and contract documents.
6. Prepares draft changes to development ordinances and standard specifications.
7. Prepares conceptual drawings and project cost estimates of public works projects.
8. Acts as a liaison for the City with developers, contractors, engineers, utility companies and the general public during the planning, design and construction phases.
9. Retrieves and compiles asset management information using Global Positioning Equipment, Geographical Information System software and electronic databases.
10. Retrieves and compiles traffic movement data by automatic traffic counter or by hand count.

11. Performs field measurements and basic calculations using an automatic level and other measuring devices to establish elevations, grades, angles and other three dimensional points.
12. Performs field inspections and interprets maps and plats to determine approximate easement and/or underground utility locations.
13. Performs construction inspection, as assigned.
14. Controls expenditure of budgeted funds and recommends specifications for major equipment and material purchases.
15. Exercises direct authority over all systems functions and personnel in accordance with approved policy and procedure.
16. Assists middle management in evaluating the work performance of subordinate personnel.
17. Communicates with supervisor and Division Superintendents on projects.
18. Deals effectively and courteously with fellow employees and the general public.
19. Answers phones as needed.
20. Performs other duties as assigned by Supervisor.

### **PERIPHERAL DUTIES**

1. Attends in-service training sessions or other training sessions deemed appropriate by supervisor or department head.
2. Maintains appropriate supplies for assigned area.
3. Maintains a neat and orderly work area.

### **DESIRED MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

1. Must be a High School graduate or equivalent.
2. Must have a minimum of five years experience as a civil engineering technician with background in street, storm sewer, municipal water and sanitary sewer design.
3. Must have at least three years of college-level coursework in engineering sciences or an AA degree in civil engineering technology or equivalent combination of education and experience.

#### **Necessary Knowledge, Skills and Abilities:**

1. Thorough knowledge of volume, area, trigonometric and other calculations; angle, grade, elevation and distance computations.
2. Thorough knowledge of symbols and terminology used in engineering drawings and construction plans

3. Thorough knowledge of a variety of database, word processing and spreadsheet reports;
4. Thorough knowledge of Computer Aided Drafting
5. Thorough knowledge of Geographical Information Systems
6. Thorough knowledge of construction practices and techniques relating to streets, storm sewers, water systems and sanitary sewers.
7. Must effectively communicate orally with other employees, plan holders, and the public by telephone and in a one-to-one, face-to-face setting.
8. Must produce written documents using proper business English, sentence structure, grammar, and punctuation.
9. Employ the practical application of fractions, percentages, ratios and proportions, mensuration, logarithms, calculator, practical algebra, geometric construction, and essentials of trigonometry.
10. Read and interpret engineering drawings and specifications for construction control purposes.
11. Research records and files for accurate information regarding construction drawings.
12. Operate a personal computer workstation using a keyboard device.
13. Perform work functions following prescribed safety procedures.
14. Review and check the work products of others to ensure conformance to standards.
15. Work in a variety of weather conditions with exposure to the elements.
16. Work cooperatively with other employees and the public.
17. Ability to use all tools for manual and computer drafting and all survey instruments.
18. Must use various hand tools, such as machete, ax, pry bars, hammer and manhole lifters.
19. Working knowledge of modern office procedures, ability to operate computers, copiers, FAX machines, etc.
20. Must be able to perform effectively as a member of a team in carrying out the City's mission. "The City of Republic exists to provide services to the citizens of the community." The quality of life in Republic depends upon the services provided by the City, and quality of the City's service depends on how well we do our jobs. Employee is required to present themselves in a professional manner, displaying the utmost integrity, discretion, courtesy, cooperation, discipline, and behavior.

**Special Requirements:**

1. Some positions require the use of personal or city vehicles on city business. Individuals must be physically capable of operating the vehicles safely, possess a valid Missouri driver's license, and have an acceptable driving record. Use of a personal vehicle for city business will be

- prohibited if the employee is not authorized to drive a city vehicle or if the employee does not have personal insurance coverage.
2. Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

### **Tools and Equipment Used:**

Departmental equipment and tools necessary to perform the functions of the position.

Computers, personal and other, including word processing, spreadsheet and data base software, mainframe computer terminal, 10-key calculator, phone, copy machine, fax machine.

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

1. Sight.
2. Hearing
3. Smell.
4. Speech.
5. Coordinated use of both arms, legs, and hands at once, frequent lateral mobility, changing physical location, stooping, climbing, bending.
6. Must be able to mentally analyze a situation, solve problems and make decisions under pressure in area of responsibility.
7. Must be able to perform bending, squatting, climbing, and reaching both to ground level and overhead.
8. Must be able to hold and grip objects.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Both indoor and outdoor working environments with exposure to dust and pollen, toxic fumes, chemicals or smoke, contagious diseases, electrical or mechanical hazards and extreme noise.
2. May be subject to a variety of extreme weather conditions.

3. Susceptible to mechanical hazards associated with light and heavy equipment as well as other safety hazards associated with working in and around high volume traffic.
4. May be exposed to constant or extreme noise and fumes/odors.
5. May have poor ventilation.
6. No natural lighting.
7. May work in confined places and awkward positions.

**Miscellaneous Requirements**

1. May be required to work a variety of shifts including nights, weekends, or holidays.
2. Subject to emergency call-in.
3. Must be a dependable person due to the small size of the work force.
4. Must successfully complete pre-employment substance abuse testing.
5. Must successfully complete pre-employment background investigation.
6. Will be subject to random substance abuse testing.

**Selection Guidelines**

Formal application, rating of education and experience, oral interview, reference check and job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

***THE CITY OF REPUBLIC IS AN EQUAL OPPORTUNITY EMPLOYER.***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Approved by General Ordinance Number \_\_\_\_\_ on \_\_\_\_\_.  
Date

Approved for revision by: \_\_\_\_\_  
City Administrator Date