



CITY OF KENT JOB DESCRIPTION

Engineering Technician

Department: Service, Engineering Division
Non-Exempt, Classified

Reports to: City Engineer/Deputy Service Director
Updated: September 2021

RESPONSIBILITY

Under the direction of the Director of Public Service, through the supervision of the City Engineer, the Engineering Technician manages comprehensive inspection programs for the Division of Engineering. Performs drafting work, feasibility analysis, report preparation, and other related tasks. Manages small, maintenance level projects and programs under the direction of an engineer from inception to completion. Performs other job-related duties as required.

TYPICAL TASKS (Illustrative only)

Inspects municipal construction projects involving streets, sewers, waterlines, stormwater facilities and traffic signal systems. Ensures proper use of materials and construction techniques for concrete pavement and structures, asphalt pavement, steel structures, hydraulic structures, soils mechanics, and other related construction items. Records and tabulates weight and quantity slips; reviews monthly invoices for accuracy of work performed and materials furnished.

Performs technical design work and specification preparation under the direction of an engineer for municipal construction projects. Performs engineering drafting functions, including computer aided drafting. Prepares drawings and exhibits as needed. Calculates project cost estimates, assembles complete contract bid documents, and writes specifications for specific construction items, assessments, and construction cost and progress documentation. Obtains quotes from local contractors and manages the completion of smaller, maintenance level projects and programs under the direction of an engineer.

Conducts complaint investigations, makes written reports and recommendations and provides assistance to the public. Presents information orally and in writing.

Assists other staff members in the performance of miscellaneous office functions, such as filing and maintaining records, blue printing, answering citizen inquiries, map storage, and any other function related to the normal operating routine of the Engineering office.

WORKING CONDITIONS

The working environment of the Engineering Technician involves exposure to conditions generally found in an office setting, in addition to conditions generally found in and around street repair and construction sites. The Engineering Technician works with office equipment, such as computer hardware and software applications, telephones, multifunctional devices, and other appliances. Within the office setting, the Engineering Technician will move, lift, and/or retrieve items of standard office use, such as paper by the ream or box, file record storage boxes and office equipment. When working in and around street repair and construction sites, the Engineering Technician will use engineering surveying and testing equipment and must apply relevant safety standards when performing functions such as entering excavations and climbing ladders. The Engineering Technician travels as required, works out of doors when necessary, and works evening or weekend hours in addition to a regular 40 hour work week when required.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

The Engineering Technician must be familiar with the tools, methods and materials used in the construction of streets, sewers, waterlines, storm water facilities, traffic signal systems and related public works; of materials, working properties of, and construction techniques associated with concrete pavements and structures, asphalt pavements, steel structures, hydraulic structures, such as sewers and waterlines and soils mechanics. The Engineering Technician must possess the ability to operate an engineer's transit and level; to reduce field notes to finished drawings; to calculate materials required for a construction project; to make computations involving algebra and trigonometry; to prepare written technical reports, written correspondence, maintain accurate records, and use computers for word processing, spreadsheets, data bases, networks, and computer aided drafting (CAD) and design software.

The Engineering Technician must possess excellent communication skills, which includes the ability to communicate orally and in writing; to establish effective working relationships with coworkers, management personnel, subordinate personnel, City officials, and the public; to understand and carry out written and oral instructions; to read and interpret information; and to exercise tact and discretion when dealing with the public.

The Engineering Technician must possess the ability to analyze difficult situations, problems, and data; to exercise independent judgment when resolving conflicts with contractors, employees or the general public.

NECESSARY EDUCATION, TRAINING AND EXPERIENCE

Bachelor's degree in civil engineering or construction technology and one year experience working under the direction of a civil engineer preferred; or an associate degree in construction technology and three years experience working under the direction of a civil engineer; or another combination of education and experience which indicates possession of the knowledge, skills, and abilities listed above, such as high school diploma or equivalent and five years experience working under the direction of a civil engineer.

SPECIAL REQUIREMENTS

The Engineering Technician must possess a valid Ohio driver's license, have and maintain a good driving record in accordance with the City's Motor Vehicle Safety and Usage Policy.

The City of Kent provides equal employment opportunities and does not unlawfully discriminate on the basis of age, race, color, religion, sex, national origin, ancestry, military status, familial status, disability, gender identity, or sexual orientation in all employment practices in accordance with applicable federal, state and local laws.

CITY OF KENT
ESSENTIAL FUNCTIONS
ENGINEERING TECHNICIAN

1. Inspects municipal construction projects involving streets, sewers, waterlines, stormwater facilities and traffic signal systems. Performs technical design work and specification preparation.
2. Ensures proper use of materials and construction techniques for concrete pavement and structures, asphalt pavement, steel structures, hydraulic structures, and soils mechanics.
3. Performs technical design work and specification preparation under the direction of an engineer for municipal construction projects.
4. Manages small, maintenance level projects and programs under the direction of an engineer from inception to completion. Including developing the scope of work, obtaining quotes, inspecting construction, and preparing as-builts.
5. Conducts complaint investigations and provide assistance to the public. Presents information orally and in writing. Exercises independent judgment when resolving conflicts with contractors, employees or the general public. Establishes and maintains effective working relationships with coworkers, management personnel, subordinate personnel, City officials, and the public.
6. Prepares written technical reports, written correspondence, maintains accurate records, and uses computers for word processing, spreadsheets, data bases, networks, computer aided drafting (CAD) and design software.
7. Assists other staff members to perform miscellaneous office functions.
8. Maintains valid state of Ohio driver's license and driving record in accordance with the City's Motor Vehicle Safety and Usage Policy.
9. Applies safety standards when working in and around street repair and construction sites to the work of contractors and when performing functions such as entering excavations and climbing ladders.
10. Includes physical requirements, such as lifting up to 25 lbs., walking, climbing aloft or crawling, work in confined spaces, must have sufficient hearing to identify warning signals, buzzers, and/or other audible safety devices. Have sufficient vision to perform survey work, work with computers and technical drawings, able to work around chemicals normally found on construction sites.

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 contract and is subject to change as the needs of the employer and requirements of the job change.