

Sr. Engineering Technician

Grant Funded Position (2 years)



Human Resources

Department: Engineering Services and Capital Projects

Reports to: Director of Engineering and Capital Projects

Salary Range: \$5,929 – \$7,802 DOQ

Closing Date: Open until filled with first review on Monday, October 11.

General functions:

Under the direction of the Director of Engineering and Capital Projects, performs complex, senior-level drafting, and technical assistance in preparing civil roadway design documents. This position requires a high degree of independent judgment, initiative and discretion.

Because of the small size of the City staff, each staff member is expected to perform a wide range of office and field duties as may be required from time to time. This position is FLSA non-exempt and eligible to earn overtime for hours worked over forty (40) per work week.

Examples of essential job duties:

Job functions and responsibilities are intended to provide a descriptive list illustrative of the range of duties performed by employees. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Essential job functions:

1. Prepares detailed drawings, layouts, maps, and graphical representations of engineering designs using AutoCAD and Civil 3D; works within Civil 3D to generate and modify electronic design data.
2. Assists design engineers in the development of municipal roadway projects.
3. Prepares final construction drawings and manages plan production for a variety of municipal infrastructure projects.
4. Interprets and develops detailed drawings from AutoCAD models, sketches and mark-ups provided by professional civil engineers.
5. Prepares accurate and complete sets of drawings which involve multiple views and detail drawings with minimal input from Project Manager or Engineer
6. Interprets and utilizes survey data.
7. Performs calculations related to preparing civil engineering drawings (quantity calculations, slopes, grades, etc.).
8. Provides contractors, staff, citizens and others with technical assistance on the Public Works projects and their designs.
9. Visits project sites in the field prior to and during construction to verify field elements including taking measurements, photos, and evaluating site conditions.
10. Responds with little or no notice to City emergencies and disasters and will likely work long and/or irregular hours during emergencies and disasters.
11. Performs other duties as assigned.

Necessary knowledge, skills and abilities:

Knowledge of:

1. CAD design and civil engineering programs (AutoCAD, Civil 3D, etc.)
2. Practices, procedures, and methods of civil engineering design including familiarity with municipal design elements such as roadway, sidewalks, grading, storm drainage, erosion control, utilities, and associated details.
3. Familiarity with WSDOT design manual requirements and standards.
4. City government functions, policies, rules and regulations.
5. Federal, State, and local regulations and standards and City policies and procedures.
6. Preparing and maintaining records and files, including project/program records.

Ability to:

1. Interact with the public and internal staff in an effective, customer friendly manner and establish and maintain effective working relationships with City staff and other organizations.
2. Communicate effectively, both orally and in writing.
3. Foster collaborative group process and efficiently use resources.
4. Show initiative and work independently and make appropriate decisions regarding work methods and priorities, while demonstrating a strong sense of personal ethics and professional judgment and discretion.
5. Research and analyze complex problems and develop, recommend, and implement sound solutions.
6. Maintain complete and accurate records.
7. Meet schedules and legal timelines.
8. Show ability to quickly adjust priorities as new issues and/or assignments arise.

Minimum qualifications:

Any equivalent combination of education and experience, which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the required this is to have an Associate Degree or certification in CAD drafting, Civil Engineering Technology or a closely related field and three years of increasingly responsible experience in civil construction drafting/design activities. Experience with GIS, AutoCAD, and Civil 3D is required.

Tools and equipment used:

Personal computer, including AutoCAD/Civil 3D, word processing and database software, Microsoft Office, virtual meeting platforms, multi-line phone system, calculator, copy and fax machine, and recording equipment.

Physical demands and working conditions:

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.

Work is performed in an office setting and in the field. There may be frequent sitting and key-board use. The work is detailed and requires intense mental and visual concentration, and finger dexterity or small motor tasks for extended time periods. Hand-eye coordination is necessary to operate various pieces of office equipment.

When in the field, the employee may occasionally climb or balance, stoop, kneel, crouch, or attempt other physical movements. Work done outdoors has varying exposure to weather, noise levels, and requires the ability to transport oneself to a variety of locations, primarily in and around Pierce County.

Special requirements:

Possession of, or ability to obtain, a valid Washington State Driver's license. Proper documentation to fulfill the requirements of the Immigration and Nationality Act within three (3) days of employment is a condition of employment with the City of University Place.

To apply:

City Application, cover letter and resume are required. An application form may be obtained from the City's webpage at [Job Opportunities | University Place \(cityofup.com\)](http://cityofup.com) or from the University Place main reception desk located at 3609 Market Place W. Suite 200, University Place, WA 98466. Submit completed application packet to:

HumanResources@CityofUP.com

To be considered during the first review, application materials must be received by 4:00 p.m. on Monday, October 11, 2021. Incomplete applications will not be considered.

The City is an equal opportunity employer.
