

Title: Engineering Technician, Senior
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10. Maintains tracking system for required surety payments (cash deposits and letters of credit) required for compliance with Erosion and Sediment Control ordinance and Stormwater Treatment Ordinance. Tracks expiration dates, schedules final inspections, prepares letters and correspondence, and works with banks and developers related collecting, renewing, and refunding sureties
11. Responds to service requests from citizens, the development community and city staff. Responsibilities include Engineer of the Day, residential plot plan reviews, floodplain inquiries, drainage issues, records retrieval, preparing GIS maps, initial plan screening; and other engineering issues associated with new development.
12. Acts as a backup for technical review of preliminary and final plat submittals. Reviews title reports for preliminary plats and calculations sheets for final plats. Maintains log of plat reviews, and updates and maintains plat checklists and standard comments.
13. Coordinates completion of Engineering Services requirements prior to issuance of residential building permits. Reviews as-built grading plans. Interprets critical lots on recorded plats per site grading, berm grading, sidewalks, foundation investigation and floodplain elevation certificate, etc. Verifies acceptance of public improvement with inspectors and receipt of "water letter" from Permit Services.
14. Issues Public Improvement Permits and Land Disturbance Permits for subdivision construction. Collects administrative items needed for issuance of public improvements including bonds, fees, insurance certificates, and contractor applications.
15. Meets with developers, engineers, contractors, the public, and city staff on proposed or active commercial or subdivision projects. Meetings may include coordination, explanation of city requirements, face-to-face review of comments made by city staff, and/or approvals
16. Uses Crystal Reports to develop standardized reports from Tidemark data.
17. Assists with emergency operations, including snow removal, as required.
18. Performs other duties as assigned.
19. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
20. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

High School Diploma or equivalent and 7 years of experience as an Engineering Technician OR an associates degree in the area of civil engineering, computer aided drafting, construction technology, surveying, or related field plus 4 years of experience as an engineering technician, OR equivalent combination of experience and education. Must possess a valid driver's license and maintain an insurable driving record. Employees hired on or after May 12, 2008, must have or obtain a commercial driver's license (CDL) within 12 months of employment with the City and maintain an insurable driving record.

Certification in Autocad, GIS Mapping applications, surveying, or other certification relevant to job requirements is preferred.

EXPERIENCE:

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See Education & Special Licenses/Certifications

SKILLS:

1. Engineering and design programs to include AutoCAD and ArcView
2. Analytical skills and ability to interpret technical solutions.
3. Advanced skills in windows-based spreadsheet, word processor, PowerPoint, and database software programs.
4. Good oral and written communication skills for working within the internal and external customers.
5. CAD drafting skills and basic surveying skills

MENTAL REQUIREMENTS:

1. Ability to compute mathematical calculations used in surveying and design
2. Ability to manipulate specialized engineering and design programs and generate reports.
3. Ability to read and interpret plan information, plat sheets and maps.
4. Ability to read and comprehend City codes, ordinances, standards, and County records.
5. Ability to analyze complex problems and recommend possible solutions.
6. Exhibit diplomacy and judgment when working with citizens, contractors, or other public officials.
7. Ability to work as a member of a team in accomplishing job responsibilities.

PHYSICAL REQUIREMENTS:

1. Ability to lift 20 pounds and transport 20 feet
2. Ability to traverse rough terrain
3. Ability to drive a city vehicle
4. Exposure to vehicle noise and fumes
5. Exposure to extreme environmental conditions
6. Ability to draw engineering plans manually or with the use of CAD
7. Ability to travel to field locations or other public buildings
8. Ability to visually review maps, plans and plats
9. Hand eye-coordination adequate to operate surveying equipment.
10. Ability to operate a printer, plotter, and drafting equipment

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

None

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.