

CITY OF RIVERTON
JOB DESCRIPTION



ENGINEERING TECHNICIAN II

SUMMARY: Performs complex sub-professional work in the Engineering Department such as reducing survey field notes, preparing construction drawings, engineering calculations, project inspections, and assisting the public and other personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Conducts simple engineering surveys.

Drafts and prepares maps and drawings for use by other personnel. Methods of preparing these documents may involve conventional drafting techniques and/or computer-aided drafting equipment.

Conducts land ownership research.

Performs city inspections on capital construction projects on a limited basis as needed.

Inspects residential, commercial, industrial, and other buildings during and after construction to ensure that components such as electrical, plumbing, footings, floor framing, completed framing, chimneys, and stairways meet provisions of building, grading, zoning, and safety laws and approved plans, specifications, and standards.

Observes conditions and issues notices for corrections to persons responsible for conformance.

Obtains evidence and prepares reports concerning violations which have not been corrected.

Provides information to the general public in matters dealing with engineering and planning regulations.

Coordinates with other departments on utilities and engineering operations.

SUPERVISORY RESPONSIBILITIES: None

SUPERVISION RECEIVED: Works under the immediate supervision of the Community Development Director.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED); and 8 years of progressive engineering technician experience involving surveying, drafting, CADD equipment, and project inspection; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedure, or governmental regulations. Ability to write reports,

business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of engineering algebra, geometry, and trigonometry; thorough knowledge of drafting principles and practices involved in the preparation plans and drawings; thorough knowledge of elementary practices and materials used in construction; ability to follow standard safety practices and procedures common to construction and maintenance work; ability to operate surveying equipment; ability to operate Computer-Aided Drafting and Design (CADD) equipment.

CERTIFICATES, LICENSES, REGISTRATION: Must possess a valid Wyoming driver's license; ability to be insured under the City of Riverton's municipal automobile insurance coverage; must be at least 18 years of age.

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand and sit.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

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.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to risk of radiation.

The noise level in the work environment is usually moderate.