

PERSONNEL COMMITTEE

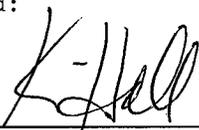
11-0423r

RESOLUTION APPROVING PROPOSED AMENDMENTS TO THE SPECIFICATIONS FOR THE CIVIL SERVICE CLASSIFICATION OF ENGINEERING TECHNICIAN.

CITY PROPOSAL:

RESOLVED, that the proposed amendments to the specifications for the civil service classification of Engineering Technician, which were approved by the civil service board on August 2, 2011 and which are filed with the city clerk as Public Document No. _____, are approved. This classification shall remain subject to the city's collective bargaining agreement with its basic unit employees and compensated at Pay Range 28.

Approved:



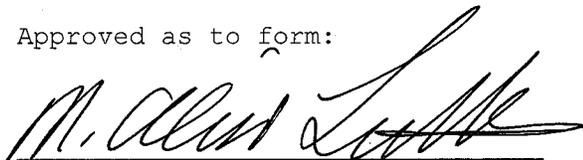
Department Director

Approved for presentation to council:



Chief Administrative Officer

Approved as to form:



Attorney

Approved:



Auditor

HR JA:jy 8/5/2011

STATEMENT OF PURPOSE: The Engineering Technician job description has been revised to include the task of locating underground utilities including water, gas, sanitary sewer and storm sewer systems. The omission of this task in the job description was an oversight, as this position is the training ground for promotion to Senior Engineering Technician. It is important to have qualified people to perform this crucial task. The AFSCME collective bargaining agreement includes Engineering Technicians in the on-call rotation for this duty, which requires proper training and certification. There is no change in the rate of pay, which is Range 28, \$3438 to \$4044 per month.

ENGINEERING TECHNICIAN

PURPOSE: Perform technical and para-professional engineering work in the areas of street, bridge, traffic, water, gas, sanitary sewer and storm sewer infrastructure systems.

FUNCTIONAL AREAS:

1. Perform surveying and data collection work.
 - * A. Assist in the analysis of construction plans and specifications for survey purposes.
 - * B. Perform to work to locate survey points.
 - * C. Prepare survey field notes.
 - * D. Direct the activities of other survey party members.
 - * E. Operate and maintain equipment to obtain accurate survey measurements.
 - * F. Collect, analyze, and record data.
2. Perform engineering drafting and design work.
 - * A. Create construction plans, maps, and charts manually or using a computer - aided-design (CAD) system.
 - B. Process survey information, including computer data entry work.
 - * C. Estimate construction quantities and prepare appropriate charts.
 - D. Recommend upgrades and revisions to project procedures and practices
3. Perform construction inspection work.
 - * A. Maintain daily log of construction activities and write progress and final reports.
 - * B. Assist in preparing change orders and supplemental agreements for approval.
 - * C. Document construction quantities.
 - D. Perform quality control tests on construction materials.
4. Conduct research and maintain records.
 - * A. Investigate complaints, inquiries, and requests.
 - * B. Study and report findings, conclusions, and recommendations in oral or written form.
 - * C. Review construction plans and specifications for compliance with City standards.
 - * D. Maintain, revise, and research manual or computer records.
 - * E. Participate in technical engineering studies and provide recommendations.
 - F. Perform other related work as assigned.

JOB REQUIREMENTS

Education & Experience Requirements

- ◆ A. Completion of a two-year Civil Engineering Technology degree, or equivalent; and
- ◆ B. two (2) years of verifiable work experience in an engineering position; or
- ◆ C. A combination of education and/or experience determined to be equivalent.

License Requirements

- ◆ A. Possession of a valid Minnesota Class “D” driver’s license or privilege by date of appointment and thereafter in order to operate survey vehicle.

Knowledge Requirements

- ◆ A. Knowledge of algebra, geometry, and trigonometry.
- ◆ B. Knowledge of technical engineering principles and practices.
- ◆ C. Knowledge of the principles, methods, equipment, and materials used in construction of streets, sidewalks, water and gas mains, sanitary and storm sewers, and various public work structures.
- ◆ D. Knowledge of the principles of drafting.
- ◆ E. Knowledge of applicable safety principles and practices.
- ◆ F. Knowledge of the principles of technical writing.
- ◆ G. Knowledge of principles of surveying.

Skill Requirements

- ◆ A. Skill in drafting, mapping, and surveying.
- ◆ B. Skill in the operation of drafting and surveying equipment.

Ability Requirements

- ◆ A. Ability to operate computers and CAD systems.
- ◆ B. Ability to apply standard engineering principles to utility and other public work improvements.
- ◆ C. Ability to prepare specifications, plans, technical reports, resolutions, and petitions.
- ◆ D. Ability to perform supervised drafting and design work.
- ◆ E. Ability to communicate effectively in oral and written forms.
- ◆ F. Ability to attain and maintain state certification requirements.
- ◆ G. Ability to establish and maintain effective working relationships with co-workers, supervisors, contractors, consultants, outside agencies, and the general public.
- ◆ H. Ability to transport oneself to, from, and around worksites.
- ◆ I. Ability to work outside year round.
- ◆ J. Ability to walk for long distances.
- ◆ K. Ability to transport and erect survey equipment up to 50 pounds.
- ◆ L. Ability to attend work on a regular basis.

- * Essential functions of the position
- ◆ Job requirements necessary the first day of employment

Anlst: JA	Class: 4106	Union: Basic	Pay: 28	CSB: 20081105
CC: 20090105	Res: 09-0016R	EEOC: Technician	EEOF:	WC: 9410

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 - * A. Maintain daily log of construction activities and write progress and final reports.
 - * B. Assist in preparing change orders and supplemental agreements for approval.
 - * C. Document construction quantities.
 - D. Perform quality control tests on construction materials.
 - * E. **Locate underground utilities including water, gas, sanitary sewer and storm sewer systems.**
4. Conduct research and maintain records.
 - * A. Investigate complaints, inquiries, and requests.
 - * B. Study and report findings, conclusions, and recommendations in oral or written form.
 - C. Review construction plans and specifications for compliance with City standards.
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