

CITY OF FRANKLIN
Job Description

Job Title: Engineering Technician II

Department: Engineering

Reports To: City Engineer

Salary Level: Per Compensation Plan Addendum

FLSA Status: Non-exempt

Prepared By: Dana Zahn, Human Resources

Prepared Date: February 4th, 2013

Approved By: Common Council

Approved Date: February 19, 2013

Summary: Perform limited technical work of a subprofessional engineering nature consisting of skilled use of surveying or drafting instruments; performance of field inspections and investigations; preparation of rough and finished engineering maps and drawings.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Assist in the updating of the GIS data of the City by using ArcMap 2000.

Provide assistance to the public at the front counter and phone calls.

Responsible for checking, submitting cataloging, and filing of record drawings.

Responsible for recording and drafting field notes.

Review new development easements and submit them for Common Council approval.

Issue building address numbers according to City policy.

Check sanitary sewer as-built plans and submit them to Milwaukee Metropolitan Sewage District, and check storm sewer and water main as-builts.

Responsible for inspection of driveway approaches and entering results into Building Inspection permit tracking software.

Enforcement of snow and ice removal of sidewalk areas within the City.

Assist Lead Tech with pavement markings and pavement inspections.

Assist Tech III and DPW with surveying work when necessary.

Update the City map, water distribution map, sanitary distribution map, and any as-builts when needed.

Field inspections of city contracts – Pavement, pavement marking, etc.

Prepare assessment rosters and reports.

Operation of Global Positioning device system.

File as-built drawings for sanitary sewer, storm sewer, ponds, and water mains.

Draw and trace plans and profiles for construction projects.

Act as instrument person, running lines and grades, taking cross sections, measuring areas, and keeping field notes.

PERIPHERAL DUTIES

Assist in other departments when necessary.

MINIMUM QUALIFICATIONS

Education and Experience

Graduation from high school or GED equivalent with course work in algebra and trigonometry. Associates Degree in Civil Engineering (or a related field) with a minimum of 1 year related experience. 5 years of related experience can be substituted if applicant does not have an Associates Degree.

Necessary Knowledges, Skills, and Abilities

Some knowledge of civil engineering principles, practices, and methods as applicable to a municipal setting.

Some knowledge of construction inspection practices for sanitary and storm sewer, water main, pavements and grading.

Working knowledge of City's Erosion Control Ordinance and the State Erosion Control Ordinance.

Some knowledge of applicable City policies, laws, and regulations.

Proficient in AutoCAD.

Considerable skill in arriving at cost estimates on complex projects.

Skill in operating listed tools and equipment.

Some skill in basic drafting, surveying, and flagging.

Ability to letter and draft uniformly and neatly.

Ability to read and interpret blueprints regarding erosion control.

Ability to prepare, organize, and maintain engineering fields and office data, reports, and systems.

Ability to effectively communicate technical information, verbally and in writing, to contractors, developers, property owners, employees, consultants, other governmental agency representatives, City officials, and the general public.

Ability to make independent judgments which have moderate impacts on the organization.

SUPERVISION RECEIVED

Works under the general supervision of the City Engineer *Lead Technician*, and Assistant City Engineer.

SUPERVISION EXERCISED

None.

RESPONSIBILITY FOR PUBLIC CONTACT

Daily contact requiring courtesy, discretion, and sound judgment.

LICENSING AND CERTIFICATION

State certification for enforcement of erosion control, after six (6) months.

WI Driver's License.

TOOLS AND EQUIPMENT USED

Mainframe computer terminal, personal computer including word processing software, copy machine, fax machine, calculator and telephone.

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.

Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand; walk; use hands and fingers to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk and hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral 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.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risks of electrical shock, and vibration.

The noise level in the work environment is usually quiet to moderate.

Miscellaneous 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 agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.