

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Utility Tech. II - Design/Construction Observation GR: L FLSA: NE DATE: 3/24/2014

DEPARTMENT: Utilities

DIVISION: Utility

REPORTS TO: Utility Superintendent

APPROVED: _____

JOB CODE: _____

GENERAL DESCRIPTION:

Under general direction, performs technical engineering design and construction observation; work varies; employee exercises interpretive judgement within prescribed standards and procedures with significant opportunity for discretion and independent action.

TYPICAL DUTIES:

- Design, survey and construction observation for the installation of sanitary sewer, water mains, and other public utility projects for compliance with approved plans, specifications, codes and ordinances
- Inspects private fire line installations
- Prepares project conceptual design
- Prepares engineering estimates for utility projects
- Works with CADD, GIS and other technical software systems
- Reviews and prepares hydraulic water modeling analysis
- Interprets construction plans and specification for contractors
- Develops technical construction plans and specifications for installation of sanitary sewer, water mains and other utility improvements
- Assists with coordination of projects with other departments, local, state and federal agencies
- Assist with the preparation of engineering feasibility reports
- Assures that traffic control devices are properly installed at construction sites
- Advises developers, builders, utility companies and property owners in utility matters
- Reviews contractor's periodic pay estimates for materials on hand and work completed
- Prepares maps and plans
- Investigates complaints involving utilities, drainage, sidewalks, driveways and street rehabilitation
- Files and maintains utility and project records
- Performs technical work associated with the utility asset management system
- Performs overtime as required and other duties as assigned

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

Occasionally leads the work of others.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent to an associates degree in mechanical, environmental, or civil engineering technology or related field; two (2) years of experience in technical civil engineering work and/or drafting; and possession of a valid Kansas driver's license.

RESIDENCY REQUIREMENTS:

None

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)
Apply knowledge of the principles, practices and equipment used in civil engineering. (Daily)
Apply knowledge of construction plans and specifications, and of regulations relating to utility construction by contract. (Daily)

ESSENTIAL JOB FUNCTIONS CONTINUED:

Coordinate and schedule engineering and construction projects in accordance with approved policies and time constraints. (Daily)

Review plans and specifications. (Daily)

Possess knowledge of acceptable engineering practices. (Daily)

Exhibit skill in performing difficult technical computations, estimates and tests, and in compiling engineering data and statistics. (Daily)

Possess skill in communicating with developers and contractors in securing compliance with plans, specifications, codes and ordinances. (Daily)

Effectively communicate orally and in writing. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Medium, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects

Climbing/Balancing: Climb inclines and ladders, uneven surfaces, balance required

Walking: Extensive amount required

Stooping/Bending: Frequently

Stand/Sit: Sit about 60 percent of the time

Reaching: Frequent, overhead as well as horizontal

Vision: Adequate to perform essential functions

Color Vision: Adequate to perform essential functions

Hearing: Adequate to perform essential functions

Speech: Frequently express ideas and be understood

Eye/Hand/Foot Coordination: Frequently operates precision equipment requiring moderate ability

Manual Dexterity: Frequently operates precision equipment requiring moderate ability

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Inside/Outside: Work inside and outside

Cold/Heat: Adverse conditions possible

Wet/Dry: Adverse weather conditions possible

Noise/Vibrations: Heavy construction possible

Hazards: Moderate exposure to traffic and construction hazards

Fumes/Dust/Odors: Moderate exposure to dust and construction equipment fumes

Infectious Diseases: Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend technically-written material.

Ability to understand and apply mathematical concepts accurately.

Ability to listen to and apply information and instructions.

Ability to organize information for concise written and oral presentation.

Ability to operate computer hardware and software including graphics and engineering software.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Computers, tablets, printers, scanners, fax machines, drafting tools, surveying instruments, calculators, telephones and vehicles.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.