

CITY OF SALINA

POSITION DESCRIPTION

CLASS TITLE: Engineering Tech. II (Pavement Mgmt) GR: L FLSA: NE DATE: 2/16/2011

DEPARTMENT: Public Works DIVISION: Engineering

REPORTS TO: Civil Engineer I/II APPROVED: _____ JOB CODE: 7033

GENERAL DESCRIPTION:

Under general direction, performs technical engineering drafting, design, surveying & construction inspections, administrative support, maintains records and asset management, and daily customer service. Employee exercises interpretive judgement within prescribed standards and procedures with significant opportunity for discretion and independent action.

TYPICAL DUTIES:

Position is responsible for implementation & maintenance of pavement management system; requires ability to effectively assess condition of both asphalt & concrete pavements, prioritize locations in need of maintenance, and suggest appropriate maintenance options that best increases the lifespan of the pavement with cost effective solutions. Performs. Designs, surveys and inspects for the installation of storm drainage and sanitary sewer systems, water mains, streets, bridges, parking lots, pavement marking, signing, street lighting, sidewalks and other public works projects for compliance with approved plans and specifications; makes preliminary or final estimates of work and material required; performs drafting, interprets construction plans to contractors; participates in traffic engineering investigations, studies and surveys to determine the need for and application of traffic control devices; assures that traffic control devices are properly installed at construction sites; reviews subdivision layouts and building permit applications for engineering considerations; prepares periodic pay estimates for materials on hand and work completed; prepares maps and plans; maintains maps showing zoning, lots and utility lines, and city limits; advises developers, builders, utility companies and property owners in engineering matters; investigates complaints involving utilities, drainage, sidewalks, driveways and street rehabilitation; files and maintains engineering records; maintains street paving inventory; performs overtime as required; and performs other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

Occasionally leads other workers.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Graduation from high school or GED certification, completion of a two (2) year engineering course or related course work, and three (3) years of experience in engineering technology or related field; or an equivalent combination of education, training and experience in civil engineering field work and drafting. 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 while providing excellent customer service. (Daily)
Apply knowledge of the principles, practices and instruments used in land and construction surveying and in civil engineering drafting. (Daily)
Apply knowledge of construction specifications and plans, and of regulations relating to public works construction by contract. (Daily)

ESSENTIAL JOB FUNCTIONS CONTINUED:

Possess knowledge of construction materials testing in the field and laboratory. (Daily)
Exhibit skill in performing difficult technical computations, estimates and tests, and in compiling engineering data and statistics. (Daily)
Possess skill in communicating with contractors effectively in securing compliance with plans and specifications. (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 50 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: Frequently perceive nature of sounds by ear
Speech: Frequently express ideas by means of spoken words
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, drafting tools, surveying instruments, construction materials testing equipment, calculator 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.