



POSITION VACANCY NOTICE City of Ketchikan

January 3, 2020

TITLE: TEMPORARY ENGINEERING TECHNICIAN			
DEPARTMENT:	Public Works	DIVISION:	Engineering
STATUS:	Regular Full-Time	HOURS/DAYS:	Monday – Friday 8:00 AM – 5:00 PM
GRADE / STEP:	354 / A	DUTIES:	See attached job description
HOURLY:	\$25.43	UNION STATUS:	YES

SPECIAL REQUIREMENTS:

Two years of college level course work in drafting, engineering, surveying or a related field desired. Two years of increasingly responsible technical engineering experience. Position will not exceed six months.

ADVERTISING REQUIREMENTS

Position is: **OPEN UNTIL FILLED**

WHERE: Local Only Statewide Pacific NW National

WHO: Ketchikan Daily News; Job Service

OTHER: City of Ketchikan Website

APPLICANT PROCESSING INSTRUCTIONS

**FOR APPLICATION AND COMPLETE JOB DESCRIPTION CONTACT:
THE CITY OF KETCHIKAN, 334 FRONT STREET, (907) 228-5631 OR ON-LINE AT
www.ktn-ak.us/jobs**

CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER

ENGINEERING TECHNICIAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, performs a variety of technical office engineering work in support of the Public Works Department's Engineering Division's services, activities, and functions; performs technical level engineering work involved in the design, mapping, and construction of capital projects; assists in the preparation of engineering plans, maps, and specifications; operates computer assisted drafting and GIS systems; provides information and assistance to contractors, developers, engineers, and the general public on the City's engineering services and activities; and performs a variety of technical tasks relative to assigned area of responsibility.

The City of Ketchikan owns and operates many public facilities, including but not limited to streets, bridges, ports, harbors, sewers, buildings, cemetery and a sanitary landfill. The Engineering Technician is responsible for the drafting and technical support services to the Public Works Director and Project Engineers necessary for the construction and maintenance of the city's public facilities. The Engineering Technician must perform these duties in a manner that reflects favorably on the city and the department.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Performs technical level engineering duties in support of the Public Works Department. Activities, and functions including performing office work, drafting, and related technical functions.
2. Assists in the design and development of engineering plans, specifications, and bid documents in connection with the construction and maintenance of a variety of engineering capital projects.
3. Provides information and assistance to contractors, developers, engineers, and the general public on engineering services and activities; responds to general inquiries; ensures issues are resolved in a timely and efficient manner.
4. Inspects Public Works crews/contractors on streets, paving, storm drain, sewer, landfill and cemetery modifications and installations as necessary.
5. Tracks project quantities and prepares change order requests and monthly pay estimates; makes recommendations to Project Engineers or Public Works Director on projects under contract.
6. Prepares field notes, inspection reports, memorandums, and official correspondence regarding findings, observations and recommendations.
7. Performs Computer Aided Design and Drafting (CADD) and computing operations in the preparation of a wide variety of engineering drawings, maps, and plans; performs mapping and indexing for the City's GIS systems.
8. Maintains and/or updates data base for processing of historical engineering plans, maps, and records; researches City records and documents to gather data for the drafting of routine or special reports and/or drawings.
9. Prepares and completes various permits for City projects including zoning permits, conditional use permits, and corps of engineers permits; issues permits as necessary.
10. Prepares grant applications and reimbursement requests as required; monitors progress of grant funded construction projects.

11. Develops and reviews legal descriptions of real property for use in legal documents such as easements, deeds, right-of-way, encroachment permits, and annexation petitions.
12. Conducts sewer and water audits of businesses as necessary to calculate and update utility billing.
13. Uses computer equipment including spreadsheets, data base, and word processing software to generate engineering reports; maintains a variety of engineering files, records, drawings, and maps.
14. Attends meetings and makes presentations on an as needed basis.
15. Assist City Departments with technical maps or research for property damage and personal injury claims.
16. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a municipal engineering program.
City engineering policies and procedures related to the construction, design and maintenance of municipal systems and facilities.
City standards, standard drafting symbols, methods, practices, techniques and instruments used in engineering and mapping.
Basic civil engineering practices and principles applicable to area of assignment.
Methods and techniques of researching, compiling, interpreting, and presenting statistics and data.
Mathematical principles as applied to engineering work.
Engineering maps and records.
Methods and techniques of developing maps.
Construction methods, procedures, standards, and materials.
Operational characteristics of standard engineering equipment.
Methods and techniques for basic report preparation and writing.
Proper English, spelling and grammar.
Occupational hazards and standard safety procedures.
Principles and practices of record keeping.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Uses, capabilities, and operational characteristics of specialized engineering information technology hardware and software.
Computer aided drafting principles and techniques.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Perform a variety of complex technical office engineering work.
Assist with the preparation of engineering designs, plans, specifications, and bid documents.
Prepare a variety of drawings, sketches, maps, graphs, and related technical documents.
Prepare maps and layouts from notes and sketches.
Read and interpret maps and blueprints.
Deal tactfully and courteously with the public, contractors, and representatives of other agencies in providing information about engineering policies, projects, and procedures.
Perform a variety of data gathering and compilation for engineering studies.
Make accurate engineering computations and drawings.
Compile and analyze geographic information systems data.
Operate a variety of engineering equipment in a safe and effective manner.

Operate various equipment and tools required to perform engineering technician work, including the operation of office computer equipment and a variety of software and applications, such as Computer Aided Design (CAD), blueprint and drafting machines.
Adapt to changing technologies and learn functionality of new equipment and systems.
Maintain accurate engineering files and records.
Prepare clear and concise technical reports.
Review plans and documents for conformance with regulations.
Understand, interpret and prepare legal descriptions, engineering reports and maps.
Analyze a complex issue and develop and implement an appropriate response.
Analyze and evaluate new and existing methods and standard operating procedures.
Apply applicable City codes and regulations.
Work independently in the absence of supervision.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by two years of college level course work in drafting, engineering, surveying or a related field.

Experience:

Two years of increasingly responsible technical engineering experience.

License or Certificate:

Possession of, or ability to obtain, an appropriate driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard office setting; frequent opportunity and requirements to interact with the general public and property owners, contractors, suppliers, and state, federal, borough and other City agencies.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Grade: 3-54

Union: Yes/GGU

FLSA: Non-Exempt

Date Approved:

Date Amended: June, 2007 (*Johnson & Associates*)

Date Amended: August 2019

Human Resources Manager Approval

City Manager Approval