



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Senior Engineering Technician

Department: Public Works	Reports to: Senior Engineer	Pay Grade H12
Date Established: 3/2014	Date Revised: 7/2017	FLSA Status: Non-Exempt

CLASSIFICATION SUMMARY

The Senior Engineering Technician assists the City's Civil Engineers and Surveyors in reviewing development plans submitted to the City to ensure accuracy and compliance with City, state, and federal ordinances, codes, and regulations.

The job is differentiated from the Engineering Technician position by the higher level of responsibility assigned to it and the requirement for greater proficiency and knowledge in civil engineering. The job requires an Associate's Degree in project design, project management, or a related field and performs duties at the Engineer in Training (EIT) and Land Surveyor in Training (LSIT) level.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment includes an office and field environment. The field environment may include exposure to adverse weather conditions and working in high traffic areas. The noise level is generally moderate.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Assists City civil engineers and surveyors in reviewing development plans, subdivision plats, property descriptions, and construction diagrams and specifications to ensure accuracy and compliance with City development ordinances and codes and applicable state and federal codes.

Maintains and updates the storm water and sanitary sewer collection and disposal models.

Performs GIS modeling and land surveys.

Manages development projects, as assigned.

Assists in updating and amending the City's Zoning, Comprehensive, Land Use, and master plans, as assigned.

Performs on-site construction inspections to ensure compliance with project plans and specifications.

Responds to public inquiries for information and assistance on City development codes and requirements.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

The Senior Engineering Technician reports to a Senior Engineer.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

Knowledge of:

- Methods, techniques, and objectives of reviewing and analyzing residential, commercial, and

subdivision plans, engineering diagrams and specifications, and plats for accuracy and compliance with City, state, and federal codes;

- Methods and techniques of land surveying and grade determination;
- City, state, federal, and other applicable development codes, ordinances, and statutes;
- GIS and other data collection and computer mapping and modeling systems;
- The City's sanitary and storm water collection and disposal systems;
- Customer service methods and techniques;
- Data collection and recording methods, techniques, and objectives;
- City policies regarding safe work practices;
- Operation of standard office equipment;
- Operation of a personal computer and job-related software applications.

Skill and Ability to:

- Assist City civil engineers and surveyors in reviewing development plans, subdivision plats, property descriptions, and construction diagrams and specifications to ensure accuracy and compliance with City development ordinances and codes and applicable state and federal codes;
- Maintain and update the storm water and sanitary sewer collection and disposal models;
- Perform GIS modeling and land surveys;
- Manage development projects, as assigned;
- Assist in updating and amending the City's Zoning, Comprehensive, Land Use, and master plans, as assigned;
- Perform on-site construction inspections to ensure compliance with project plans and specifications;
- Respond to public inquiries for information and assistance on City development codes and requirements;
- Operate a motor vehicle;
- Operate standard office equipment;
- Operate a personal computer and job-related software applications;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public;
- Maintain a professional demeanor at all times;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED; and
- Associates Degree or advanced technical training in civil engineering or a related field is required;
- Three (3) to five (5) years' experience is preferred;
- Idaho driver's license is required.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, and work in an office and field environment, which may include construction sites. The job requires hand/finger dexterity to keyboard or type, handle materials, manipulate tools, and reach with hands and arms. The job requires operation of job-related equipment and driving a vehicle. The employee must occasionally lift and/or move up to 30 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.