



## **JOB DESCRIPTION**

Title: **ENGINEER TECHNICIAN**  
Department: Public Works/Engineering  
Class Code: 3140  
FLSA Status: Non-Exempt  
Effective Date: Sept. 1, 2017 (Rev. 02/2023)

### **GENERAL PURPOSE**

Under general supervision from the City Engineer, performs a variety of specialized paraprofessional engineering field and office duties in support of the engineering staff.

### **ESSENTIAL DUTIES**

- Measures and assigns addresses for new subdivisions, businesses, and buildings. Creates and processes change of address affidavits. Coordinates new addressing and changes with GIS staff, Utility Billing, and Salt Lake County Addressing Division.
- Enters and maintains address data in Munis Property Master software. Maintains street name and coordinate data sets.
- Assists engineering staff with review of residential and commercial subdivision plats, site plans and inspections of residential and commercial subdivision and building projects.
- Conducts construction staking and inspections on City projects. Assists in the oversight and management of the sidewalk, and curb and gutter replacement programs.
- Conducts traffic counts and assists with traffic studies to support compliance with state and local codes and project design criteria. Assists with neighborhood traffic calming and Traffic Safety Committee requests.
- Assists engineering staff with survey, drafting, design, specifications and project bidding documents.
- Assists engineering staff with infrastructure inventories, pavement management and maintenance of records.
- Reviews applications and issues engineering permits; corresponds with developers, contractors, other governmental agencies and the public on development and public works construction projects.
- Assists in preparation and review of legal descriptions and drafts corresponding exhibits.
- Performs various administrative and clerical duties including typing correspondence, filing, research, processing contracts and assembling project documents and plans sets.
- Answers technical questions and provides information to the public.

- Performs related duties as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- High school diploma required and two (2) years college level training in engineering, drafting, construction management or related field and two (2) years of experience in construction, inspections, surveying, plan review, engineering or drafting; or equivalent combination of education and experience.

### Special Requirements

- Must have a valid Utah Driver License.

### Necessary Knowledge, Skills and Abilities

- Working knowledge of civil engineering principles; working knowledge of public works construction and inspection; plan review practices; working knowledge of AutoCAD.
- Skill in operating survey and GPS equipment.
- Ability to operate personal computer, printer, scanner and plotters.
- Ability to establish and maintain effective working relationships with employees, other divisions, contractors, other agencies and the public; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing.
- Ability to read and interpret plans, specifications and produce maps, surveys, engineering drawings and graphics from engineering software; ability to use AutoCAD, Microsoft Office Suite, Pavement Management and GIS software.

## **TOOLS & EQUIPMENT USED**

- Personal computer, including word processing, spreadsheets, and database and CAD software; engineering calculator, standard drafting tools; surveying equipment; traffic counting equipment; motor vehicle; phone; mobile radio.

## **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.

- Work is performed in office and outdoor work is required in the inspection of various developments, construction sites and or public works projects and facilities. Hand-eye coordination is necessary to operate testing instruments, computers, survey equipment and various pieces of office equipment.

## **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.

- While performing the duties of this job, the employee works in outside weather conditions. The employee occasionally works near moving mechanical parts and in excavations or traffic and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment varies from quiet to loud.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_