

## ENGINEERING TECHNICIAN

### NATURE OF WORK

This is advanced technical work in connection with the Engineering Services Division of the Public Works Department.

Work involves the various phases of design, construction and record-keeping work necessary to plan, construct and record engineering projects. Work responsibilities may include one or more of the following: advanced level manual and/or computer-aided drafting; advanced level engineering surveying involving public works and utility projects; construction inspection; laboratory testing of sample construction materials; assisting in implementing and enforcing the provisions of the Lincoln Municipal Code and design standards; scheduling, performing and overseeing data collection, tabulation and summary. Supervision is received from a technical or administrative superior who reviews results to assure adherence to accepted engineering principles.

### EXAMPLES OF WORK PERFORMED

Inspects and enforces provisions of the Lincoln Municipal Code, Design Standards and Standard Specifications as they pertain to private construction within the public right-of-way; maintains field records on a daily basis; charts progress; calculates quantities; initiates contract modifications; compiles draft progress estimates.

Performs material testing necessary and specific to the project observed; coordinates field testing by the city lab or other agencies.

Participates and contributes in project preliminary design and planning of public infrastructure projects; performs Computer Aided Design.

Completes facility inspections and rating of infrastructure; provides visual and written evidence of such inspections.

Performs field and laboratory quality tests on construction materials; reports results to project personnel; updates the record database.

Monitors operations and procedures at material production plants and construction sites; obtains required material samples and certifications.

Calibrates and maintains laboratory equipment; utilizes proper safety and cleanup practices in the daily work routine.

Prepares and maintains contract documents, identifies right-of-way acquisition, conducts meetings, processes payments and project close out.

Coordinates and compiles documents for residential and commercial development including preliminary review of paperwork for completeness and accuracy.

Compiles information related to fees and bonds related to development and contracting including receiving, reviewing, tracking and releasing bonds.

Conducts reviews of various building and developer plans including plans associated with street and right-of-way permit applications to ensure compliance with the Lincoln Municipal Code, the Lincoln Standard Specifications and the City of Lincoln Design Standards.

Provides graphic support, develops and recommends new, as well as maintains existing database management systems.

Performs related work as required.

#### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of City, County, State or Federal transportation planning processes.

Knowledge of engineering/planning software and applications.

Knowledge of spreadsheet, word processing, database and e-mail software.

Knowledge of field surveying.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships with other government agencies, citizen committees, the media, public officials, other City departments, co-workers and the general public.

Ability to communicate effectively both orally and in writing.

#### MINIMUM QUALIFICATIONS

Associates degree in construction management or civil engineering field and 3 years of experience with drafting, surveying and/or related engineering work; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

#### SPECIAL NECESSARY REQUIREMENTS

Possession of a valid driver's license when operating a vehicle may be necessary to the satisfactory performance of assigned duties for some positions within this classification.

\*Depending upon area of assignment, additional special requirements may be identified on the employee position description.