

## CITY OF RAMSEY POSITION ANALYSIS

**POSITION TITLE:** Engineering Technician III

**DEPARTMENT:** Public Works - Engineering

**POSITION TITLE OF IMMEDIATE SUPERIOR:** City Engineer

**FLSA STATUS:** Non-Exempt

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### PRIMARY OBJECTIVE OF POSITION:

The primary objective of this position is to perform routine and complex technical engineering related work for environmental, water, sewer, street, and other public works projects and programs. Working under the general guidance and direction of the City Engineer, this position will assist in the application of principles, methods, and techniques of civil engineering technology. This position will also perform complex administrative and technical computer-aided and drafting work and assist in the maintenance of the City of Ramsey's GIS database.

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### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- A. Prepares construction plans, specifications and engineer's estimates.
- B. Prepares as-built plans.
- C. Observes the construction of engineering projects.
- D. Inspects site grading and topsoil installations.
- E. Inspects stormwater infrastructure for compliance with the city's Stormwater Pollution Prevention Program (SWPPP).
- F. Performs other duties as assigned at the verbal or written direction of a Supervisor.

### MINIMUM QUALIFICATIONS

- Must be at least 18 years of age and possess a valid Class D Minnesota Driver's License with a good driving record.
- Must possess a high school diploma or equivalent.
- Graduate of a vocational/technical college in engineering technology, civil engineering, or closely related field.
- Advanced training in drafting and Computer-Aided Design (CAD).
- Minimum of 4 years related experience.
- MnDOT Level II Certifications in Concrete and Bituminous.
- MnDOT Certifications in Grading and Base, and Erosion Control Inspector/Installer.

### DESIRABLE QUALIFICATIONS

- Advanced knowledge of civil engineering principles, practices, and methods as applicable to a municipal setting.
- Working knowledge of construction techniques related to grading, sewer, water, storm sewer and street construction.

## KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledgeable and skilled in the use of computers, plotters, printers and scanners.
- Advanced knowledge of AutoCAD computer-aided drafting software.
- Ability to learn and use other design software programs as required.
- Knowledgeable and skilled in the use of civil engineering principles, practices, and methods as applicable to a municipal setting.
- Ability to communicate effectively (both orally and written) in English.
- Ability to develop and maintain effective working relationships with staff, supervisors, contractors, developers, and the general public.
- Ability to work in a variety of weather conditions.
- Ability to work independently with general supervision.
- Ability to work in a team environment.

## JOB ACTIVITY REQUIREMENTS

	Very Important (Mandatory - you must do it to perform job)	Important (Usually required for the job but not mandatory)	Slightly Important (Sometimes needed to perform job)	Not Important (Do not need it to perform job)
<b>Physical Activities:</b>				
1. Standing	X			
2. Sitting	X			
3. Walking	X			
4. Lifting	X			
5. Pushing/Pulling	X			
6. Carrying	X			
7. Climbing			X	
8. Kneeling (bending leg at knee and resting on knee)		X		
9. Crawling (moving about on hands and knees)			X	
10. Crouching (bending at knees)	X			
11. Bending at waist	X			
12. Reaching (extending hands and arms in any direction)	X			
13. Handling objects (grasping, turning or otherwise using hands or hand)	X			
14. Repetitive hand motion			X	

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|--|-------------------|-------------------|-------------------|-------------------|
| 15. Use of arm muscles over extended periods             | <u>          </u> | <u>          </u> | <u>    X    </u>  | <u>          </u> |
| 16. Use of leg muscles over extended periods             | <u>          </u> | <u>    X    </u>  | <u>          </u> | <u>          </u> |
| 17. Overhead work (over shoulder height)                 | <u>          </u> | <u>          </u> | <u>    X    </u>  | <u>          </u> |
| 18. Stationary desk or bench work with neck bent forward | <u>          </u> | <u>    X    </u>  | <u>          </u> | <u>          </u> |

**Are the following weights lifted? If yes, describe.**

- 0 - 10 pounds     X
- 11 - 24 pounds     X
- 25 - 34 pounds     X
- 35 - 50 pounds     X
- 51 - 74 pounds
- 75 - 100 pounds

**What object(s) are lifted:**

Manuals, books, files.

**From what height to what height?**

1 to 3 feet.

**Are the following weights carried? If yes, describe.**

- 0 - 10 pounds     X
- 11 - 24 pounds     X
- 25 - 34 pounds     X
- 35 - 50 pounds     X
- 51 - 74 pounds
- 75 - 100 pounds

**How far are these weights carried?**

1 foot to 100 feet.

**Job requires:**

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|---|-------------------|-----|-------------------|----|
| Working outdoors?                                     | <u>    X    </u>  | Yes | <u>          </u> | No |
| Working indoors?                                      | <u>    X    </u>  | Yes | <u>          </u> | No |
| Operating forklifts, dangerous machinery or vehicles? | <u>          </u> | Yes | <u>    X    </u>  | No |
| Supervising other employees?                          | <u>          </u> | Yes | <u>    X    </u>  | No |
| Working with chemicals?                               | <u>          </u> | Yes | <u>    X    </u>  | No |
| Working near fumes/vapors?                            | <u>    X    </u>  | Yes | <u>          </u> | No |

Created: August 2013