



# Engineering Technician II

Class Code:  
12002

Bargaining Unit: AFSCME

CITY OF RAMSEY

Established Date: May 22, 2019

Revision Date: Jun 6, 2019

## SALARY RANGE

\$25.84 - \$28.42 Hourly

### PRIMARY OBJECTIVE OF POSITION:

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 perform and support engineering work including, but not limited to, designing, drafting, and reviewing plans. This position will also perform construction inspection and materials testing for public infrastructure projects, and will assist with land surveying. This position will also assist the Public Works department by providing snow plowing services, and perform other duties as directed.

**\*\*This is an AFSCME Union Position\*\***

### MINIMUM QUALIFICATIONS:

The successful applicant must possess the following minimum qualifications:

- Must have a high school diploma or equivalent
- Must have a valid state driver's license with a good driving record
- Must have completed at least two (2) years of college level coursework in civil engineering, surveying, drafting, or related field
- Must have the ability to acquire state certifications within two (2) years to provide inspection services for bituminous street, grading and base, concrete field, erosion and storm water management, and aggregate production.

Desired Qualifications:

- Graduate of a vocational/technical college in civil engineering

- Work experience in engineering design, inspection, and survey work
- Work experience with a municipal government in engineering design, inspection, survey work, and public service
- Training in drafting, Computer-Aided Design (CAD), engineering technology, civil engineering or closely related field
- Ability to use CAD and / or GIS software

## **RESPONSIBILITIES:**

- Acquires and maintains state certifications to provide inspection services for bituminous street and plant, grading and base, concrete field, and erosion and storm water management
- Support work on a survey crew, support work in design, cost computations, and public service work such as providing information or printing maps as requested
- Review project specifications and confer with the City Engineers concerning assistance required - such as plan preparation, acceptance testing, evaluation of field conditions, design changes and reports
- Coordinate materials testing and analysis with consultants
- Prepare reports detailing tests conducted and results. Draft and prepare field notes. Document quantities, alignment, grade and locations according to project plans. Document monthly and final progress estimates
- Assist in the preparation of assessment rolls
- Make general observations of construction sites to determine conformance of sites to design specifications and report the information to the City Engineers
- Assist in the preparation of sanitary sewer, water, storm drainage, and street systems maps and databases
- Assist in the maintenance of engineering and infrastructure records. Prepare and draft as-built plans for street, water and sewer systems
- Assist in the development and maintenance of pavement management systems
- Draft detailed dimensional CAD drawings as needed
- Respond to service requests and complaints of citizens in a professional manner
- Assist in the ongoing development/maintenance of the City's GIS system, including creating maps
- Perform other duties as consistent with the tasks of the position and as may be assigned at the verbal or written direction of the City Engineer

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to acquire and maintain state certifications to provide inspection services for bituminous street and plant, grading and base, concrete field, and erosion and storm water management
- 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
- Knowledge and skilled in the use of civil engineering principles, practices, and methods as applicable to a municipal setting
- Knowledge, experience and ability to use computers, including standard office software packages
- Ability to work in a variety of weather conditions
- Ability to work independently with general supervision
- Ability to drive a motor vehicle
- Ability to physically move around on construction sites

### **JOB ACTIVITY REQUIREMENTS:**

The following are the physical activities that are associated with this position:

- Standing
- Walking
- Lifting
- Pushing/Pulling
- Carrying
- Kneeling (bending leg at knee and resting on knee)
- Crouching (bending at knees)
- Bending at waist
- Reaching (extending hands and arms in any direction)
- Handling objects (grasping, turning or otherwise using hands or hand)
- Use of arm muscles over extended periods
- Use of leg muscles over extended periods

This job requires employees to be able to lift and carry up to 74 pounds without assistance.

The following are the working conditions of the position:

- Working Outdoors
- Working Indoors
- Operating motor vehicles
- Driving a City vehicle or personal vehicle
- Driving is an essential function of this job