

CITY OF RAMSEY POSITION ANALYSIS

POSITION TITLE: Engineering Technician IV

DEPARTMENT: Public Works

POSITION TITLE OF IMMEDIATE SUPERVISOR: City Engineer

SUBJECT TO RANDOM D.O.T DRUG AND ALCOHOL TESTING: No

FLSA STATUS: Non-Exempt

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- A. 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
- B. Coordinate materials testing and analysis with consultants
- C. Prepare reports detailing tests conducted and results. Draft and prepare field notes to document quantities, alignment, grade and locations according to project plans and to document monthly and final progress estimates
- D. Survey project sites to obtain and analyze topographical details
- E. Record and organize special assessment information from the county and assist in the preparation of assessment rolls
- F. Make general observations of construction sites to determine conformance of sites to design specifications and report the information to the City Engineers
- G. Prepare detailed engineering plans and specifications and coordinate required advertising for bids
- H. Assist in project management for the construction of the municipal public works projects
- I. Assist in the preparation of sanitary sewer, water, storm drainage, and street system maps, databases, and comprehensive plans
- J. Assist in the maintenance of engineering and infrastructure records. Prepare and draft as-built plans for street, water, and sewer systems

- K. Assist in the development and maintenance of pavement management systems
- L. Draft detailed dimensional CAD drawings as needed
- M. Respond to service requests and complaints of citizens in a professional manner
- N. Assist in the ongoing development/maintenance of the City's GIS system, including digitizing and creating maps
- O. 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 or his/her designee

KNOWLEDGE, SKILLS, AND ABILITIES:

- 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 software packages
- Ability to work in a variety of weather conditions
- Ability to work independently with general supervision

TRAINING AND EXPERIENCE:

Minimum Qualifications

- Must be at least 18 years of age and possess a valid Class D state Driver's License with a good driving record.
- Must have a high school diploma or equivalent
- Graduate of a vocational/technical college in civil engineering
- Advanced training in drafting, Computer-Aided Design (CAD), engineering technology, civil engineering or closely related field
- Minimum of 6 years related experience
- A combination of at least 10 years of municipal engineering experience and education will be considered
- Level II MNDOT Certification in concrete, bituminous, grading, and base

Desirable Qualifications

- Knowledge of civil engineering principles, practices, and methods as applicable to a municipal setting
- 10 years of progressively responsible experience in project management for capital improvement projects
- Level II MNDOT Certification for bridge inspection
- Proficiency in AutoCAD

JOB ACTIVITY REQUIREMENTS
Engineering Technician IV

Job activity requirements					
	Physical Activities	Very Important	Important	Slightly Important	Not Important
1	Standing	x			
2	Sitting		x		
3	Walking	x			
4	Lifting	x			
5	Pushing / Pulling	x			
6	Carrying	x			
7	Climbing		x		
8	Kneeling	x			
9	Crawling		x		
10	Crouching	x			
11	Bending at waist	x			
12	Reaching	x			
13	Handling Objects	x			
14	Repetitive Hand Motion		x		
15	Use of Arm Muscles over Extended Periods	x			
16	Use of Leg Muscles over Extended Periods	x			
17	Overhead Work		x		
18	Stationary desk or bench work			x	

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

Job working conditions			
	Yes	No	
1	Working Outdoors	x	
2	Working Indoors	x	
3	Operating forklifts or dangerous equipment	x	
4	Operating motor vehicles	x	
5	Providing work direction to other employees		x
6	Working with chemicals		x
7	Working near fumes and vapors		x
8	Driving a City vehicle or personal vehicle		x
9	Driving is an essential function of this job		x
10	Subject to random DOT drug and alcohol testing		x