

# CITY OF HELENA



**Position Title:** Engineering Technician

**Department:** Public Works

**Division:** Engineering

**Grade:** 140

**FLSA:** Non-Exempt

*The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

## **Job Purpose:**

Under supervision of a professional engineer, the purpose of this position is to perform a variety of technical engineering and design work, including review of development infrastructure designs and surveys; recording and inspection or work involved with private development and public works construction projects; computer aided drafting and design; and provide assistance to professional level engineering staff.

**Essential Duties:** *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

Review of project plans, project cost estimates, and specifications for the sidewalk, curb, gutter, streets, parking, storm sewers, sanitary sewer, water mains for compliance with city ordinances, policies and standards.

Coordination of development review with Public Works Divisions to assure that the interests and concerns of Operations & Maintenance divisions are addressed. Track compliance with development review conditions of approval.

Complete field surveys. Operate an electronic total station and data collector, survey level, and GPS units.

Perform inspection of materials and construction for public works and private development projects including, sidewalks, curbs and gutters, streets, parking, storm sewers, sanitary sewers, water systems, and other civil engineering construction for compliance with approved plans and specifications set forth; provide technical assistance on construction methods, project schedules, and inspection policies. Assist with field surveying for construction control and boundary lines.

Update City of Helena utility maps; organize and systemize plats and plans to assure permanent and reliable City of Helena records; utilize and manipulate computer generated maps and drawings for preparing public information.

Maintain accurate files, GIS information and records of all engineering data cataloged by the Department.

Prepare technical engineering analysis, reports, studies, maps and cost estimates following accepted engineering practices and standards; research records, maps and other data to obtain engineering data pertaining to Maintain accurate files and records of all engineering data cataloged by the Department.

Prepare and provide verbal, written and graphical information to the general public, outside agencies, developers, contractors and others as required.

Prepare essential documents for encroachment agreements, public improvement agreements, easements and utility occupancy permits.

Perform a variety of related office or field tasks to gather, analyze and record data and otherwise assist engineers in the preparation of bid specifications or construction design specifications.

Prepare and track consultant and contractor contracts.

Evaluate and respond to sidewalk complaints, traffic requests, parking requests, and sidewalk variances.

Print plats, plans, and base maps of the City for City staff, contractors, and the public.

Create and maintain complex cartographic products for Public Works Department.

Assist in updating and maintaining the City of Helena Engineering Standards.

Under the supervision of a professional engineer, provide computer aided drafting and design of water, sewer, streets and drainage; assume responsibility for the inspection and compliance of the Federal ADA Act for construction within Public Rights-of-Way; review and respond to traffic problems and complaints; and assume responsibility for the review of building civil site plans and the inspection of the construction.

**Essential Knowledge, Skills and Abilities Related to this Position:**

**Knowledge of:**

- Basic principles and practices of civil engineering as applied to municipal public works.
- Terminology, methods, and techniques used in the construction of public works engineering projects.
- Engineering design and construction standards including engineering maps and records.
- Principles of mathematics as applied to engineering work, record keeping, data collection and report preparation.
- Techniques and methods of drafting and used in inspections and surveying.
- Modern office practices, methods and computer equipment.
- Pertinent Federal, State and local laws, codes and regulations.
- Safe driving principles and practices.

**Skill or ability to:**

- Operate Autocad, Civil 3D, ArcGIS, modeling software and other software utilized by the Engineering Department.
- Operate surveying equipment and map reproduction equipment.
- Make complex engineering computations.
- Prepare, read and interpret engineering plans and specifications.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.

**Physical Demands:**

Ability to work in a standard office environment with ability to sit, stand, walk, crouch, stoop, squat, climb, and lift 20 lbs.; exposure to outdoors; ability to travel to different sites and locations.

**Minimum Qualifications (Education, Experience and Training):**

This position requires a minimum of an Associate Degree with major course work in civil engineering technology or a related field. This position requires one year of responsible technical engineering design and construction experience. Other relevant combinations of education and work experience may be evaluated on an individual basis.

**License or Certificate:**

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

**Supervision Received:**

Supervised by the City Engineer.

**Supervision Exercised:**

None.