

CHIEF ENGINEERING TECHNICIAN

JOB DESCRIPTION

Classification Responsibilities: Under general direction, a Chief Engineering Technician supervises and performs technical and complex civil engineering work not requiring formal registration as a civil engineer. This class performs related duties as required.

Distinguishing Features: Incumbents of this advanced technician class perform complex civil engineering work and supervise lower level technicians/paraprofessionals in functional areas such as drafting, printing, and as-builts. This class is FLSA exempt-administrative.

QUALIFICATIONS

Minimum Qualifications Required. Any combination of training, education or experience equivalent to two years of college coursework in Civil Engineering, Construction Technology, Algebra, Trigonometry, or other related coursework. Extensive (5+ years) technician level engineering experience.

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Geographic Information System (GIS), ArcView, Access, Intergraph Microstation, ArcInfo experience preferred (by assignment).

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, vendors, management, contractors, public officials, consultants, and vendors to facilitate projects. Prepares various written documents in order to report project status, make inquiries, and communicate regarding contract payments.

Manual/Physical: Reviews the work products of others to ensure compliance with standard operating procedures and federal regulations. Inspects, monitors, and evaluates information to determine compliance with standards, regulations, and guidelines. Operates a personal computer (PC), copier, facsimile machine, and other office equipment. Prepares and updates maps related to projects. Meets scheduling and attendance requirements.

Mental: Plans, organizes, and directs the activities of technicians and/or paraprofessional staff. Supervises, prioritizes, and evaluates the work of subordinate personnel. Resolves work-related problems. Coordinates work activities with other City departments, other cities, or other agencies as required to complete assigned projects. Conducts research and analyzes data. Performs mathematical calculations and financial analysis. Comprehends and makes inferences from written material to facilitate project completion. Understands and interprets blueprints and layouts to assess projects. Estimates labor and material costs from blueprints to provide project cost estimates.

Knowledge and Abilities:

Knowledge of:

the principles and practices of civil engineering and the methods and techniques used in the design of public water, sanitary sewer, storm sewer underground utility lines, retention basins, pump stations, water storage tank sites, and public street improvements;
symbols and terminology used in engineering drawings; and
federal, state, and local regulations and codes, and the engineering standards pertaining to the design of the project assigned.

Ability to:

interpret specifications;
supervise a subordinate staff;
follow general instructions received from supervision;
prepare analytical reports;
read and interpret construction drawings and specifications;
resolve work procedures' problems and questions presented by subordinate level employees;
plan and manage the work of others through planning, organizing, motivating, and evaluating performance objectively;
assess and assign priorities to problems and work assignments when confronted with several pressing demands at one time;
maintain concentration on detailed information over an extended (six hours or more) period of time when accuracy and speed are important;
communicate with and respond tactfully to a demanding and diverse public in answering questions, handling complaints, and explaining work related City policies;
follow general instructions received from engineers regarding drafting and/or printing work to be performed;
review preliminary plats during subdivision review, and assign street names and addresses;
provide advice and assistance on engineering matters to engineers, architects, contractors, developers, and/or the general public;
assign drafting work to subordinate staff, indicating scales and size drawings to be used and final results desired;
review drafting work in progress and resolve the more difficult problems;
interpret field notes and engineering sketches;
confer with engineers regarding the scheduling of work;
maintain Mesa Standard Details and Specifications, including continuous additions, refinement, and distribution;
assist staff in the completion of as-built work, including determining best method and resolving problems;
supervise support staff including setting priorities, resolving problems, and coordinating schedules;
evaluate and make recommendations on equipment, procedures, and methods to improve production and efficiency;
supervise print room staff who handle the Document Management System, involving data entry, scanning drawings, and the distribution of all engineering drawings;

prepare budget projections and estimates for equipment, furniture, supplies, and tools for the drafting or print room section;
maintain a stock of and order drafting and print room equipment and supplies;
solicit bids and prepare purchase requests for the drafting or print room section; and
assess and make recommendations regarding hiring, disciplinary actions, merit increases, and other personnel actions.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 5/15

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CS4614.DOCX

PAY GRADE: 51

EEO-Tech

NDOT SAFETY-No

SECURITY-No

NDOT RANDOM-No

DOT SAFETY-No

CDL-No

RESP-No

IND-9410

JOB FCTN-ENG

SWORN-No

INCREMENTS 55-200