City of Bellingham
Classification Specification

CLASS TITLE	**Associate Engineering Technician**
DEPARTMENT	**Public Works - Engineering**
UNION:	**1937**
SG:	**110**
CS:	**Yes**
FLSA:	**Y**
EE04/SOC CODE:	**TE/43-9199**

NATURE OF WORK:

Positions assigned to this classification perform basic technical civil engineering support work in areas such as transportation, utilities, survey, permit review, inspection, drafting and other technical support.

DISTINGUISHING CHARACTERISTICS:

This classification requires entry-level technical knowledge with limited latitude for independent decision-making. Positions in this classification require basic knowledge of general civil engineering methods and practices gained through training and/or experience. Routine assignments involve application of established practices or conducting primarily single purpose projects or research, and performing related tasks. Use of knowledge and judgment is limited to collecting, processing and compiling data; recognizing errors in routine work assignments; and providing general information related to a specific process. Work is performed under applicable City regulations, policies, guidelines and appropriate technical engineering standards. Established procedures, references and precedents are provided as resources for work methods.

SUPERVISORY RELATIONSHIPS:

Positions in this classification report to the manager of a section who assigns and reviews work. Initially, work is assigned with specific instructions and performed under close supervision. As technical skills are gained, independent performance under general supervision is expected, with guidance provided for technical problems as needed. The technical adequacy of completed routine work is reviewed on a frequent basis; and non-routine assignments are reviewed in process.

ESSENTIAL FUNCTIONS:

1. Performs technical engineering support duties such as gathering information, maintaining computerized and manual records, and some process oversight in the areas of transportation, utilities, survey, permit review, inspection, drafting or other technical support.

2. Assists in the development of engineering and program standards and guidelines.

3. Researches information related to area of assignment; provides information and technical assistance to other staff, consultants, contractors, engineers and the general public.

4. Responds to inquiries, complaints, or requests for information from other departments, agencies, and the general public, providing information or assistance within the scope of knowledge or authority, or referring to the appropriate individual.

5. Researches, develops, prepares and maintains various records, logs and maps relating to assigned duties; maintains and updates computerized records.

ADDITIONAL WORK PERFORMED:

1. Assists in other areas of engineering as assigned.

2. Performs related duties within the scope of the classification

KNOWLEDGE AND SKILLS:

- Basic knowledge of technical engineering practices, methods and standards related to area of assignment.
- Basic knowledge of technical engineering principles, terms, concepts techniques and procedures.
- Basic knowledge of, and familiarity with, computerized records management systems and other engineering-related applications.
- Basic knowledge of algebra, trigonometry and geometry.
- Ability to assist in solving technical engineering problems.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with other employees, engineers, contractors, developers and the general public.
- Physical ability to perform the essential functions of the classification.

WORKING ENVIRONMENT:

Depending upon the area of assignment, work may be performed in an office setting utilizing computer terminals and standard office equipment, or outdoors where standard safety practices are followed.

EXPERIENCE AND TRAINING REQUIREMENTS:

- One year of vocational training in technical engineering, including coursework in a specific area, or equivalent.

OR

- One year of technical experience in specific area of civil engineering.
- A combination of education and experience, which provides the applicant with the required skills, knowledge and abilities, will be considered.

NOTE: Each functional area may have its own technical training and specialized experience requirements distinctive to the specialty within the civil engineering field.

NECESSARY SPECIAL REQUIREMENT:

- Some positions may require a valid Washington State driver's license and a good driving record. A three-year driving abstract must be submitted prior to hire.
- Some positions may require specialized certifications.

PREPARED BY: MK/CSellin
3/94
W. Reilly
C. Williams

L. Klemanski
11/01

REVIEWED BY:
Thomas L. Rosenberg
Asst. Director of Public Works

Richard E. McKinley,
Director Public Works

COMMISSION ADOPTION: November 14, 2001