City of Bellingham
Classification Specification

CLASS TITLE	**Engineering Technician**
DEPARTMENT	**Public Works\Engineering**
UNION:	**1937**
SG:	**113**
CS:	**Entry/Promotional**
FLSA:	**Y**
EE04/SOC CODE:	**TE/17-3022**

NATURE OF WORK:

Positions assigned to this classification perform skilled technical civil engineering work in such areas as survey, Geographic Information Systems (GIS), permit review, transportation, utilities, inspection and other technical support.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from the Associate Engineering Technician by duties that require a background of substantial training and/or experience in civil engineering methods and practices in a specialty field. Assignments involve a greater degree of specialized knowledge, methods, skills, and initiative to plan and conduct work tasks, with moderate latitude for judgment and independent decision making. Tasks also involve the application of concepts, methods, and variable procedures, some of which may not be completely established. Work is performed under applicable City regulations, policies, guidelines and appropriate technical engineering standards. Standard procedures, references, guidelines and precedents are provided as resources.

SUPERVISORY RELATIONSHIPS:

Positions in this classification report to the manager of a section who assigns and reviews work. Assignments are given with general instructions and performed under general supervision. Non-routine technical problems are resolved independently, with supervisory assistance provided for unfamiliar technical problems. The methods applied and technical adequacy of completed work is reviewed regularly.

ESSENTIAL FUNCTIONS:

1. Provides skilled technical engineering support in the areas of inspection, survey, permit review, transportation, utilities, inspection and other technical support such as review and inspection duties, manipulation of data, preparation of technical reports, and some process oversight.

2. Participates in the development of engineering and program standards, guidelines and long range plans.

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 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. Performs related duties and assists in other areas of engineering as assigned.

KNOWLEDGE AND SKILLS:

- Knowledge of technical engineering practices, methods and standards related to area of assignment.
- Knowledge of technical engineering principles, terms, concepts, techniques and procedures.
- Knowledge of engineering computer software programs and equipment related to area of assignment.
- Knowledge of algebra, trigonometry and geometry to perform mathematical calculations and analysis.
- Some knowledge of computerized records management systems.
- Ability to solve technical engineering problems.
- Ability to assist other employees in area of assignment.
- Ability to communicate effectively, both orally and in writing.
- Ability to prepare technical materials and reports.
- Ability to establish and maintain effective working relationships with diverse groups including employees, engineers, contractors and developers and the general public.
- Physical ability to perform 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 vocational training in technical engineering, including coursework in a specific area; or equivalent; and three years of technical experience in a specific area of civil engineering.

OR

- An Associate's degree or two years of post-secondary education in technical engineering, including coursework in a specific area; or equivalent; and two years of technical experience in a specific area of civil engineering.
- A combination of education and experience which provides the applicant with the required knowledge, skills and abilities will be considered.
- Regular City employees who meet the experience and training requirements will be considered for promotional opportunities in this class.

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 possession of a valid Washington State driver's license and good driving record. A three-year driving abstract must be submitted prior to hire.
- Employment contingent upon passing a criminal background check.
- Some positions may require specialized certifications.

PREPARED BY: MK/Sellin
3/94

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REVISED BY: L. Klemanski
3/03

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Richard E. McKinley
Director of Public Works

COMMISSION ADOPTION: June 4, 2003