



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: ENGINEERING TECHNICIAN II

BARGAINING UNIT: [CIV MANAGEMENT](#) CODE NUMBER: 1370

PAY RANGE CODE: [18.2 MC](#) REVISION DATE: 8/31/17

NATURE OF WORK:

This is advanced sub-professional supervisory and technical engineering work performed in the field, a laboratory, or office. Employees are responsible for supervising, coordinating, inspecting and providing assistance on new construction, renovation, and maintenance projects.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Oversees and participates in the evaluation of requirements, the design of construction projects, and the preparation of project specifications, plans, and cost estimates.

Prepares and administers contracts for the construction, maintenance, or rehabilitation of bridges, sewers, sidewalks, streets, or City owned facilities corresponding with other divisions and private entities.

Schedules and facilitates pre-construction meetings with contractors, representatives of utility companies, and members of other City divisions to coordinate work, resolve problems, and disseminate information.

Supervises the inspection and construction of assigned projects.

Participates in the development and implementation of construction standards and specifications.

Verifies completion of projects by on-site inspections to ensure compliance with specifications. Prepares punch list, submits to contractor, and ensures the Certificate of Completion is received.

Compares test data with established standards to ensure that materials and workmanship comply with those standards.

Prepares cost estimates and payment documentation and approves payment to contractors.

Prioritizes schedules, assigns and supervises division personnel in the completion of construction, maintenance, inspection projects or drafting duties, and special projects such as snow removal.

Plans, develops, and schedules training sessions, maintains attendance records, and assists in the development and implementation of safety policies and procedures.

Maintains inventories and inventory records of equipment and materials, oversees equipment maintenance, determines the needs of each for assigned maintenance operations or projects, and recommends purchases to keep stock at adequate levels.

Coordinates title searches and field surveys.

Administers residential street and sidewalk rehabilitation and inspection programs.

Receives and resolves complaints from the public.

Provides information to the public and all interested parties regarding the progress of assigned projects.

Reviews and recommends all construction plans, specifications, and bidding documents prepared by architects and engineers to verify standards and techniques meet City standards.

Provides technical assistance and cost estimates to division manager in the preparation of budgets for proposed projects.

Prepares documentation for change orders, submits to contractor, and reviews with administration.

Verifies pay applications for accuracy and completeness and submits to administration for approval and payment.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of construction principles and practices, materials used, and tools and equipment common to the construction industry.

Knowledge of engineering drafting techniques.

Knowledge of the laws, ordinances, and codes governing public and private construction work.

Knowledge of soil, concrete, and asphalt testing procedures.

Knowledge of current construction materials and labor costs.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to plan and supervise the work of a group of subordinates.

Ability to perform precise survey work, perform engineering computations, and reduce field notes.

Ability to prepare, interpret, and review engineering plans blueprints and specifications.

Ability to understand oral or written instructions.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to sit or stand from 51 to 75% of the time and to climb, reach, balance, bend, stoop, squat, kneel, crouch, crawl, stand, push, pull, lift, and type up to 25% of the time.

Ability to move objects weighing up to twenty (20) pounds up to 33% of the time, objects weighing up to ten (10) pounds from 34 to 66% of the time, and lighter objects from 67 to 100% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

High school graduation or its equivalent

AND

Eight (8) years of sub-professional engineering or construction management experience, three (3) years of which must have been in a supervisory capacity.

Bachelor's degree in civil engineering or construction management/engineering may be substituted for four (4) years of sub-professional engineering or construction experience.

SPECIAL QUALIFICATIONS

Must be able to drive or coordinate transportation to work sites throughout the city during the course of the workday.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily in an office setting or outdoors in all weather conditions, such as heat, cold, and humidity, amid noise, odors, dust, machinery, and electrical currents.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer
Automobile
Microfilm reader
Drafting tools

Printer
Ladder
Calculator
Tablet/Smartphone

Copier
GPS Survey Equipment

Previous Revision Date(s): 5/27/93