



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: ENGINEERING TECHNICIAN I

BARGAINING UNIT: [CIV MANAGEMENT](#) CODE NUMBER: 1360

PAY RANGE CODE: [16.1 MC](#) REVISION DATE: 8/31/17

NATURE OF WORK:

This is sub-professional technical engineering work performed in the field, a laboratory, or an office involving participation in the planning, operation, design and inspection of City operations, systems, and privately contracted construction 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.)*

Designs, prepares specifications and plans, and oversees public works construction projects.

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.

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, drafting duties, snow removal, and other special projects.

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.

Administers such contracts as solid waste refuse removal, sidewalk assessment, bridge repair, and barricades placement.

Conducts inspections of assigned projects, enters pertinent data into a computer, and prepares progress reports.

Conducts feasibility studies by collecting field data and samplings of traffic counts, vehicle speeds, accident data, and other data.

Meets with individuals and neighborhood groups to respond to complaints and other issues.

Prepares news releases to inform the public of street closings, detours, and other pertinent information.

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 current engineering principles and practices, as well as familiarity with materials and equipment used.

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

Knowledge of current construction materials and costs.

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

Knowledge of the principles of engineering drafting.

Knowledge of the contents of the Manual on Uniform Traffic Control Devices.

Knowledge of soil, concrete, and asphalt testing procedures.

Knowledge of pertinent and current innovations regarding traffic signals.

Knowledge of in-depth advanced traffic management systems.

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

Ability to perform precise survey work and reduce field notes.

Ability to prepare and understand plans blueprints and specifications for public works projects.

Ability to make quick and accurate mathematical computations including addition, subtraction, multiplication, and division.

Ability to supervise the work of a number of subordinates.

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 stand and walk from 51% to 75% of the time; to sit from 26% to 50% of the time; and to climb, reach, balance, bend, stoop, squat, kneel, crouch, crawl, push, pull lift, and type up to 25% of the time.

Ability to use up to ten (10) pounds of force to move objects up 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

Six (6) years of sub-professional engineering experience supplemented by two (2) years of supervisory experience in land surveying, drafting and construction inspection, including the operation of transits and levels.

Bachelor's degree in civil engineering or construction management/engineering may be substituted for four (4) years of sub-professional engineering 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, amid noise, near moving machinery, sometimes in high places or confined spaces, in conditions involving fumes, dust, odors, mists or gases.

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.)*

Level
Speed gun

Transit
Calculator

Video camera
Hand tools

Traffic count equipment	Total station	Electronic field book
Still camera	Automobile/Pickup Truck	Computer
Telephone	Two-way radio	Copier
Facsimile machine	Drafting tools	Magnetic locator
Storage Oscilloscope	Tablet/Smartphone	Printer
GPS Survey Equipment	Bridge Inspection Vehicle	
Wastewater flow and lateral inspection monitors		

Previous Revision Date(s): 5/27/93
12/20/10
8/25/11