

## Engineering Technician II

**Reports To:** Assistant City Engineer

**FLSA Status:** Non-Exempt

**Grade:** N3

**Department:** Engineering

**Summary:** This position performs advanced technical and limited supervisory engineering support for a wide range of engineering activities. Responsibilities include coordinating and supporting engineering projects; interpreting engineering standards and guidelines; conducting inspections; evaluating materials and construction activities; assisting with traffic and infrastructure improvements; reviewing engineering-related work; and providing technical guidance and training to others. Work is performed under the general supervision of engineering staff and reports to the Assistant City Engineer.

Engineering Technician II communicates technical and non-technical information clearly and professionally with City staff, contractors, outside agencies, and the public.

**Essential Functions:** This list may not include all tasks and/or knowledge which may be expected of the employee, nor does it cover all specific duties which may be required. Other duties may be assigned.

- Provide technical engineering support for the planning, coordination, construction, inspection, and rehabilitation of moderate to major assigned engineering projects.
- Review, analyze, and coordinate engineering activities to ensure projects are administered efficiently and in compliance with applicable standards. Make recommended corrective actions to engineering staff when applicable.
- Conduct field inspections of construction projects, materials, traffic improvements, and structures; evaluate progress and adherence to plans and specifications.
- Perform survey, layout, and field data collection activities using appropriate equipment and techniques.
- Communicate clearly and professionally, both verbally and in writing, with engineers, contractors, outside agencies, and the public.
- Maintain accurate records, track quantities, prepare progress documentation, and complete final project records.
- Demonstrate critical thinking, problem-solving, accuracy, and attention to detail.
- Provide technical guidance and training to other staff, as assigned.
- Travel throughout the City to inspect a variety of worksites and construction activities.
- May serve as a lead technician on discrete tasks or assigned components of engineering projects.
- Perform other duties as assigned.

### General Skill Levels:

Knowledge of:

- Knowledge of civil engineering principles related to construction, inspection, and project coordination.

- Knowledge of construction methods, materials, testing techniques, and applicable codes and specifications.
- Knowledge of engineering-related mathematics and technical documentation.

Skill in:

- Skill in reviewing and coordinating engineering projects and activities.
- Skill in applying technical judgment to engineering problems and project decisions.
- Skill in reviewing, analyzing, and delivering engineering projects efficiently and effectively.

Ability to:

- Ability to work independently under general supervision and manage multiple tasks.
- Ability to read and interpret engineering plans, specifications, and technical documents.
- Ability to use software applications for word processing, spreadsheets, and email
- Ability to establish and maintain effective working relationships.
- Ability to organize work, maintain detailed records, and meet project timelines.
- Ability to travel to and move safely within construction sites and varying terrain.

#### **Education / Experience:**

- Associate's degree in Construction Technology, Civil Engineering Technology, or a related field with a minimum of five (5) years of progressively responsible and relevant engineering or construction experience; **or**
- High school diploma or GED with an equivalent combination of education, experience, and training.

Preferred:

- Performing detailed engineering drafting and design work.
- Preparing plans, designs, specifications, and bid packages.
- Using computer-aided design (CAD) and geographic information systems (GIS).

#### **Certificates / Licenses:**

- Valid Illinois driver's license.

**Physical Requirements / Working Conditions:** Reasonable accommodations may be available to assist individuals with disabilities to perform the essential functions of the position.

- Work is performed in both office and outdoor environments, including exposure to varying weather conditions. Duties require travel to construction sites and the ability to traverse uneven, wet, slippery, or sloped surfaces, visually inspect work, and perform physical activities such as bending, stooping, and climbing.

## **Equal Employment Opportunity**

We value diversity and the many contributions that are made to our City by people from all walks of life. Therefore, it is our policy not to discriminate against any employee or applicant for employment because of race, color, religion, age, sex, sexual orientation, national origin, disability or any other attribute or characteristic protected by law.

## **ADAAA**

It is the policy of the City to comply with all federal and state laws concerning employment of persons with disabilities and act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the policy of the City not to discriminate against qualified individuals with disabilities regarding application procedure, hiring, advancement, discharge, compensation, training or other terms, conditions, and privileges of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.