

Engineering Technician III

Reports To: Assistant City Engineer

FLSA Status: Non-Exempt

Grade: N4

Department: Engineering

Summary: This position provides expert-level technical engineering support and serves as a senior team member with responsibility for advanced technical judgment and oversight of complex engineering and construction projects and programs. Responsibilities include coordinating and overseeing planning, design, construction, and rehabilitation activities; ensuring projects and programs are administered efficiently and in compliance with applicable standards; applying advanced technical judgment in project delivery; and mentoring and training Engineering Technicians.

Engineering Technician III works under the general supervision of engineering staff and reports to the Assistant City Engineer.

Engineering Technician III 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.

- Provides expert technical engineering support and coordinates the planning, design, construction and rehabilitation of comprehensive engineering projects and activities, coordinating schedules, resources, and stakeholders
- Review, analyze, and make technical decisions related to engineering projects, ensuring compliance with applicable standards, codes, and specifications.
- Conduct and oversee field inspections; evaluate project progress and adherence to design, contract documents, and applicable standards.
- Apply technical engineering skills in support of specialized tasks, phases and segments of an engineering project or assignment.
- Provide coaching, mentorship, and training to Engineering Technicians; serve as a technical resource and subject-matter expert.
- Communicate technical and non-technical information clearly and professionally, both verbally and in writing, with engineers, contractors, outside agencies, and the public.
- Maintain accurate project documentation and records.
- Demonstrate critical thinking, problem-solving, and a high degree of accuracy.
- Serve as a lead technician for assigned programs, initiatives, or complex engineering projects.
- Travel throughout the City to inspect worksites and project locations.
- Perform other duties as assigned.

General Skill Levels:

Knowledge of:

- Principles of civil engineering related to planning, construction, rehabilitation, and project management.
- Construction methods, materials, testing techniques, and applicable state and municipal codes.
- Engineering-related mathematics and technical documentation.

Skill in:

- Managing and coordinating large or complex engineering projects and programs.
- Applying advanced technical judgment to engineering problems and project decisions.
- Reviewing, analyzing, and delivering engineering projects efficiently and effectively.
- Coaching, mentoring, and training technical staff.
- Communicating clearly and professionally with diverse stakeholders.
- Organizing work and coordinating the efforts of others to meet established timelines.

Ability to:

- Work independently under general supervision.
- Interpret and apply engineering plans, specifications, regulations, and technical guidelines.
- Make sound assessments of project progress, quality, and compliance.
- Establish and maintain effective working relationships.
- Organize and maintain detailed project records.
- Travel throughout the community and safely navigate construction sites and varied terrain.

Education / Experience

- Associate's degree in construction technology, Civil Engineering Technology, or a related field with a minimum of eight (8) years of progressively responsible and relevant experience in engineering and construction activities; **or**
- High school diploma or GED with an equivalent combination of education, experience, and training.

Preferred:

- Preparing plans, designs, specifications, and bid packages.
- Using computer-aided design (CAD) or other electronic drafting and design systems.
- Advanced experience with engineering-related software applications.

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 in all weather conditions. Duties require travel to construction sites and the ability to traverse uneven, wet,

slippery, or sloped surfaces, visually inspect work and materials, 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.