

Engineering Technician

DEPT: Engineering
DIV:
DATE: July 2016

FLSA: Non-Exempt
EEOC: Technicians



POSITION SUMMARY

Performs a variety of general administrative and complex technician duties as needed to expedite the day-to-day processes related to development bonds, surveying assistance, CAD drawings, and project estimates as required for construction projects in Lehi City.

SUPERVISION RECEIVED

Works under general supervision from the Assistant City Engineer.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Prepares development bond estimates; bond agreements; documents relating to bond escrows and letter of credits; improvement reimbursement agreements; responds to inquiries regarding bonding requirements; assists to monitor compliance with bonding requirements associated with various city development and construction projects;

Communicates with banks and bonding institutions as needed to address city questions and verify bonds communicates with developers to ensure timely processing of bond release documentation; prepares bank and bond documents to initiate bond placement and release actions.

Prepares and issues notifications to inspectors to conduct field reviews for completion and compliance with work quality and established standards to allow bond releases.

Tracks and keeps records of all development cash bond and/or bank bond releases and all payments to Developers, Engineers, and or Contractors on developments and projects within the City; assists to organize and prepare content for year-end reports.

Provides assistance to staff engineers; performs document research, organizes project materials, tracks the status of various project documents, ensures quality of instruments prepared for public and managerial review; obtains and downloads field data; transforms field data; in the engineering design of projects; creates CAD drawings (plan & profiles sheets, site plans, drainage, grading, platting, and associated items).

Provide technical and administrative support for construction projects solicited by the City including record keeping, financial document management and remittance processing, electronic bidding, etc.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school with course background in math and general office practice;

AND

- B. Graduation from a two year college, technical institute or equivalent with emphasis in math, CAD, office procedures, and construction.

AND

- C. Four (4) years of responsible experience performing above or related duties;

OR

- D. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of engineering and construction practices; cost estimating; spread sheets; AutoCAD (Civil 3D); standard office practices and procedures; of grammar, spelling and punctuation; of filing systems related to alphabetical and numeric files; personal computer operations and various program applications such as MS Office, Express Bill Pay, Smart Gov, -, Granicus, etc.; telephone etiquette, various office machines, i.e.; ten key, copy machine, fax, etc. Working knowledge of administrative procedures and legal processes associated with the maintenance of public records and documents, construction contracts and bonding regulations. Some knowledge of current codes, standards, safety practices and principles required to meet construction standards; planning and zoning codes; interpersonal communication skills, bookkeeping and basic accounting; pertinent city functions, policies, rules and regulations.

Skill in computer keyboard operations.

Ability to exercise initiative, independent judgment and to act resourcefully under varying conditions; communicate effectively verbally and in writing; establish and maintain effective working relationships with fellow employees, banks, contractors, developers, elected officials and other agencies of the public; perform general bookkeeping; establish and maintain comprehensive records and files.

3. Special Qualifications:

None.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity are essential. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some guided problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)