City of Council Bluffs

Job Description

Engineering Technician

Department: Public Works
Supervisor: City Engineer/Director of Public Works
Location: City Hall
FLSA Status: Non-Exempt
Prepared By: Mallory Davis, Recruiter
Prepared Date: July 2020
Union: CT
Pay Grade: 20
Pay: $58,684.28 - $74,897.08

The City of Council Bluffs is an Equal Opportunity Employer.

Summary: This is a skilled sub-professional position that performs a variety of tasks, under general supervision. Work is technical in nature and includes computer based engineering applications, asset management, project reviews, construction permitting, and field inspections. Additional work to be performed includes inspecting and enforcing the City’s storm water requirements.

Essential Duties and Responsibilities:
- Reviews plans, issues permits, and performs inspections to assure compliance with City codes, specifications, and regulations for construction occurring within public right-of-way and storm water management including sediment and erosion control:
  - Performs plan review of proposed subdivisions; building site plans; driveway and sidewalk construction; sewer connections; street excavations; and other construction activities under general direction of an engineer
  - Performs inspection of public works improvement projects and/or construction performed by public utilities and private contractors within the public right-of-way
  - Reviews applications prior to issuing permits for private construction in public right-of-way
  - Assures compliance with specifications, city codes, and department standards
  - Keeps records of plan reviews, permits issued, inspection activities, and construction progress
  - Conducts various field surveys and site investigations
  - Performs inspections of existing City infrastructure including storm sewers, sanitary sewers, and pavements
o Inspects condition of facilities and operation of activities under the jurisdiction of the Public Works Department
o Acts as liaison between the department and contractors, utilities, and property owners
o Maintains detailed and accurate records related to National Pollutant Discharge Elimination System (NPDES) permit compliance
o Conducts site inspections to assess storm water pollution prevention; erosion and sediment control; and utilization of Best Management Practices (BMPs)
o Investigates permit violations and generates enforcement actions

• Provides public works asset management and engineering data coordination:
o Utilizes and maintains office computer systems for engineering and mapping applications
o Maintains sanitary sewer, storm sewer, and pavement asset management data bases and computer mapping
o Operates GIS and AutoCAD
o Prepares construction plans using computer aided drafting techniques for various public works projects under the supervision of an engineer
o Files and maintains department records relating to the engineering and inspection functions including maps; easement documents; subdivision plats; records of public works facilities; permits; and records of inspection

• Additional regular activities:
o Monitors stream conditions during dry and wet weather
o Identifies illegal connections to the sewer systems
o Investigates complaints within the public right-of-way including issues associated with snow and ice

• Regular and predictable attendance is required
• Other duties as assigned

Supervisory Responsibilities:
This job has no supervisory responsibilities.

Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:
• Associate’s Degree in Civil Engineering, Construction Engineering Technology, Geospatial Information Systems, Computer Aided Drafting, or a closely related field
• Minimum of three (3) years of experience as an Engineering Technician or equivalent position
• Bachelor’s Degree in Civil Engineering or related field is acceptable in place of the Associate’s Degree and experience
• Extensive construction work in a closely related field or extensive technical experience may be considered in place of formal training
• Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities necessary to perform the work.

Certificates, Licenses, Registrations:
• Valid Driver’s License

Physical Demands:
• While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
• The employee must be able to occasionally lift and work with up to fifty (50) pounds.
• The employee must be able to frequently lift and work with up to twenty (20) pounds.
• The employee must be able to continuously lift and work with up to ten (10) pounds.
• The employee must be able to work both in and out of doors, in all weather conditions, in high places, in confined spaces, in dusty environments, in high noise levels, and in heavy traffic.

Other Skills and Abilities:
• Good knowledge of computers; AutoCAD; ESRI GIS; spreadsheets; databases; mathematics; engineering drawings; land surveying; public works construction techniques and materials; and storm water regulations and standards
• Ability to understand and follow complex oral and written instructions with limited supervision
• Ability to read and interpret technical documents, maintain precise records, and communicate clearly

Please visit the City’s Employment Opportunities page to apply for this position by the application deadline of September 28, 2020.

The City’s Employment Opportunities page can be found at the following link: https://mss.councilbluffs-ia.gov/MSS/employmentopportunities/default.aspx