

CITY OF SEDALIA, MISSOURI

Job Description



Job Title:	SENIOR ENGINEERING TECHNICIAN		
Department:	Public Works		
Supervisor:	Public Works Director		
Date:	February 2012	Position No.	PW/4
FLSA Status:	Non-Exempt	Random Substance Testing:	Y

Job Summary:

This position is responsible for assisting with public works projects to ensure compliance with city policies and standards.

Job Scope:

The purpose of this position is to assist the Public Works Director with overseeing public works projects to ensure compliance with city policies and standards. Successful performance helps ensure the provision of safe and well-engineered public works projects.

Essential Duties and Responsibilities:

1. Assists the Public Works Director; conducts research and compiles information pertaining to ordinances, citizens' complaints, and infrastructure.
2. Serve as Public Works inspector.
3. Works with contract engineers to design projects and draft plans and specifications; engineer's small public works projects; calculates costs, needed materials, quantities, and easements.
4. Compiles map information and writes legal descriptions of city limits, annexations, property parcels, rights-of-way, and easements.
5. Revises and updates city maps with subdivision, block, street, sewer, annexation, and zoning changes.
6. Copies plans and specifications books for distribution during the bid process.
7. Acquires easements for projects; establishes rights-of-way and ownership of property using county records; writes legal description of easement; contacts property owners with proposals of easement for improvement projects.
8. Works with citizens and city employees to resolve problems, including vacating of streets and alleys, easements, zoning issues, location and depth of sewers and storm sewers, subdivision requirements, and legal descriptions.

9. Investigates public works infrastructure concerns; investigates and verifies infrastructure concerns by residents and other divisions; reviews and determines compliance with city codes and policies; responds to written requests for investigations; recommends actions to be taken as needed.
10. Reviews engineering and survey plans and specifications for upcoming projects, including preliminary and final plats, streets, utility and drainage easements, sanitary sewer, storm water systems, and infrastructure; checks to ensure compliance with standards; reviews and makes recommendations concerning present city standards, specifications, and accepted construction techniques.
11. Inspect City infrastructure projects in field.
12. Performs other related duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.

Minimum Qualifications:

1. Associate Degree in drafting, pre-engineering, surveying or a related field with a minimum of 2 years experience or
2. High School or GED with 4 years experience in construction or quality assurance or a related field
3. MoDOT certification preferred
4. ACI required
5. Missouri drivers license
6. Must successfully complete a pre-employment drug screen and agree to be subject to random drug screen throughout employment.

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of construction principles and techniques.
2. Knowledge of engineering principles and practices.
3. Knowledge of the principles of infrastructure improvement construction projects.
4. Knowledge of methods of cost estimation and planning of public works projects.
5. Knowledge of pertinent federal, state, and local laws, codes, and regulations.
6. Knowledge of safety standards and methods of construction.
7. Skill in AutoCAD or GIS layer building.
8. Skill in managing files and records.
9. Skill in conducting research and writing legal descriptions.
10. Skill in surveying
11. Skill in using a computer, and copier.

12. Skill in estimating costs and planning public works projects.
13. Skill in oral and written communication.

Guidelines:

1. City ordinances and resolutions.
2. Project plans and specifications, and infrastructure construction principles.
3. Guidelines require judgment, selection, and interpretation in application.

Complexity:

The work consists of varied duties related to overseeing public works projects to ensure compliance with city policies and standards. Difficulty locating records of prior public works projects contributes to the complexity of the work.

Principal Working Relationships:

Contacts are typically with co-workers, other city employees,

1. Co-workers, other city employees.
2. Contractors, property owners, engineers, architects, surveyors, developers, county government representatives, and the general public.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

Supervisory and Management Responsibility:

None.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is typically performed while sitting at a desk or table with intermittent standing or stooping. Some reaching and bending may be required. The employee occasionally lifts light and heavy objects, and may be required to distinguish between shades of color.

Work Environment:

The work is mostly sedentary and typically is performed outdoors or in an office. Work may involve prolonged use of the telephone and personal computer.