

# ENGINEERING TECHNICIAN

## POSITION SUMMARY

This position is responsible for coordinating utility locates, inspecting infrastructure projects, maintaining project records, and assisting with GIS and mapping updates. Work is performed with increasing independence and requires technical judgment, attention to detail, and coordination with multiple City departments and external contractors.

## RESPONSIBILITIES

### **Essential Duties:**

- Administers ND One Call location system and coordinate's location requests with public utility companies and completes water, sewer, storm sewer, street lighting line, and signal light line location requests.
- Completes utility and concrete inspections.
- Completes pavement management planning and forecasting.
- Maintains files and records regarding all current and completed Public Works projects and those associated with service line installations
- Assists with property requests for water and sewer connections and monitors work quality for compliance with City standards.
- Assists with the sidewalk program.
- GIS organizing, updating and infrastructure mapping.
- Performs other duties of a similar nature or level as required.

### **Knowledge, Skills and Abilities:**

- Ability to use a variety of field and office equipment;
- Ability to read and interpret drawings, specifications, maps, diagrams;
- Knowledge of City geography and street locations;
- Strong communication skills, both verbal and written;
- Proficiency in data collection, recordkeeping, and GIS systems.
- Knowledge of and ability to follow current safety practices;
- Use and maintenance of hand and safety tools;
- Ability to work independently, prioritize tasks, and exercise judgment in the field.

## SKILLS

### **Education and Experience:**

- High School Diploma or General Equivalency Diploma (G.E.D.) required.
- No prior work experience is required.

### **Special Requirements:**

- Valid Driver's License
- Ability to work outdoors in varying weather conditions and safely operate field equipment.
- Must participate in rotating on-call schedule.

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## **Working Environment:**

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.
- Working conditions involve frequent exposure to moderate risk of accident and requires following basic safety precautions; may be subjected to inadequate lighting, intense noise, and frequent exposure to unpleasant elements.
- Physical demands include moderate physical activity that includes prolonged sitting, standing and/or walking, handling moderate weight objects and/or using or carrying equipment. Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Movement may be restrained or confined.
- Work requires routine, local travel.

**Grade:** G-14

**FLSA:** Non-Exempt

**Created and updated to new format:** 4/18/12, 10/9/17

**Approved by CSC:** 4/20/12, 10/11/17

**Approved by City Commission:** Approved reclassification to Class II -10/16/17, \_\_\_\_\_

**Updated:** 01/06/2021 by Asst. City Engineer Marshik, HR Nameniuk, 6/1/22 by HR Nameniuk, Interim City Engineer Marshik. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025. 10/25/2025 Community Dev. Director Skluzacek, HR Nameniuk updated, reclassify from grade 12 to 14.