



Engineering Memorandum

October 29, 2025

RE: November 4th City Commission Meeting

ENGINEERING TECHNICIAN JOB DESCRIPTION

For your consideration is a job description for the Engineering Technician. The pay grade change for this position was approved with the 2026 budget from a G-12 to a G-14. Key attributes to support the need for the pay grade increase are:

- Completes utility and concrete inspections
- Completes North Dakota One Call Ticket utility locates
 - Miss marks or no marks of underground infrastructure are a significant risk to the City of Dickinson
- Completes pavement management planning and forecasting utilizing the City of Dickinson Pavement Management Plan
 - This is a significant annual cost savings compared to when this scope of work was outsourced
- Completes GIS drafting and data entry of utilities which reduces the time required for future North Dakota One Call Tickets and staff time across multiple departments to utilize the mapped data without having to sort through individual records

The Engineering & Community Development staff recommends approval.

