

Organization:	Roseburg Urban Sanitary Authority (RUSA)	Date: December 2022
Location:	Roseburg, Oregon	Category: ENG TECH II
Department :	Engineering	Level: 13
Job Title:	Engineering Technician II	FLSA Status: Non-exempt

JOB SUMMARY:

The Engineering Technician II position performs moderately complex, technical, sub-professional engineering and drafting work. Work involves responsibility for the skilled use of engineering and related skills in a variety of activities including field surveys, sanitary sewer improvements both public and private, plan design review, preparation and updating of GIS maps, cost estimating, and construction inspection and record keeping. Work responsibilities also include communication with the public, maintenance of records, completing mathematical computations, preparation of informational materials, and drafting. Engineering Technician II will be responsible to enforce and maintain the Authority’s Fat, Oils, and Grease (FOG) reduction program.

SUPERVISION RECEIVED AND EXERCISED:

Employees work under the general supervision of the Engineering Technician III Supervisor. May be supervised by employees of a higher classification. Supervision of other employees of a lower classification occasionally is a responsibility of this classification. Employees in this classification may act in a lead role.

MINIMUM QUALIFICATIONS:

- Must pass the pre-employment background check.
- Must have an Oregon Driver’s License and have a driving record that meets Roseburg Urban Sanitary Authority’s driving standards.
- Must pass a post-offer physical.
- Must pass a pre-employment drug screening.
- High School diploma, or completion of a GED® Certificate. Classes in mathematics, including trigonometry and computer-aided drafting (CAD).
- Five (5) years of progressively responsible experience at a level equivalent to an Engineering Technician I, or a combination of college-level coursework and training in Civil Engineering Technology and computer-assisted drafting/design (CAD)

DESIRABLE QUALIFICATIONS:

- Associate degree with major course work in engineering, water quality technology, or mathematics, and experience in performing engineering and drafting tasks, or any combination of experience and training that demonstrate possession of the knowledge, skills, and abilities as listed, and ability to perform the essential job functions.
- Wastewater Collection or Treatment System Operator, Grade I from any state.

POST-EMPLOYMENT MINIMUM REQUIREMENTS:

- Obtain a Wastewater Collection System Operator, Grade I certification from the Oregon DEQ within 18 months of hire.
- Obtain a Limited Plumbing Inspector license from the Oregon State Building Code Division within 3 years of hire.

KNOWLEDGE, SKILL, AND ABILITIES:

- Proficient in drafting methods and CAD programs.

- Knowledge of construction methods, field inspection, materials, and testing techniques.
- Understanding of traffic laws, occupational hazards, and safety precautions.
- Perform precise survey work, make complex calculations, and reduce field notes.
- Working understanding of using surveying equipment, methods, maps, calculations, notes, and records.
- Ability to perform computations using a calculator.
- Working knowledge of Geographic Information Systems (GIS).
- Knowledge of engineering drawings and specifications.
- Prepare clear and concise written reports.
- Perform mathematical calculations.
- Sketch and draw “as-built” drawings, maps, and plans.
- Follow oral and written instructions.
- Use modern office equipment including personal computers and software.
- Maintain effective working relations with others.
- Communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with coworkers and the public.
- May train, oversee, and check the work of Engineering Technicians for accuracy and completeness.

ESSENTIAL JOB FUNCTIONS:

- Perform updates to the Authority’s GIS and link multiple databases to drawing elements of the GIS map.
- Occasionally conduct plans review for building projects within the Authority’s service area.
- Perform site inspections of sanitary sewer improvement both public and private.
- Generate “as-built” drawings and construction notes for public and private sanitary sewer improvements.
- Perform project inspections for Authority’s construction projects.
- Act as project manager for Authority’s construction projects.
- Maintain and enforce the Authority’s Fat, Oils, and Grease (FOG) reduction program.
- Record engineering and technical information into a personal computer or other devices.
- Notify and resolve conflicting data with other Authority staff.
- Communicate a variety of technical information including existing policies and procedures to citizens or Authority employees.

PHYSICAL REQUIREMENTS:

- Exert up to 60 pounds of force occasionally and/or up to 34 pounds frequently, and/or up to 14 pounds constantly to move objects.
- Perform tasks that may require the incumbent climbing, stoop, kneel, crouch, crawl reach stand, walk, push, pull lift, using manual dexterity, and perform repetitive motions with or without reasonable accommodations.
- Express or exchange ideas by means of the spoken word.
- Receive detailed information through oral communication.
- Visual acuity necessary to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; expansive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspections); using measuring device; and/or assembly of fabrication of parts at distances close to the eyes.

Job Title: Engineering Technician I

DATE: December 2022

- Work is performed where employees are subject to both internal and external environmental conditions.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the classification, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this classification.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL JOB DUTIES PERFORMED BY THE POSITION BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.