



<b>Job Title</b>	<b>Engineering Technician III</b>	<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Band</b>	<b>PAR</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>6</b>	<b>Job Code</b>	<b>15064</b>

**Class Specification – Engineering Technician III**

**Summary Statement:**  
 The purpose of this position is to perform a variety of complex technical duties for the Public Works Department: ensuring that all work completed complies with applicable codes, standards, regulations, specifications and plans; and to provide general technical support to higher level management or supervisory staff.  
*Employees within this class are distinguished from the Technician II by the performance of the full range of duties as assigned including the provisions of support to various programs with enhanced responsibilities. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the division. Positions in this class are flexibly staffed and are normally filled by advancement from the Technician II level, or when filled from the outside, have prior experience.*

<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Perform a variety of technical functions. Research and respond to customer inquiries from the general public, City staff, and outside agencies regarding Public Works issues. Ensure compliance with local, state, and federal codes and regulations. Maintain documentation. Assist in developing goals for the assigned section of Public Works. Maintain awareness of new developments in assigned field; incorporate new developments as appropriate into programs. Perform related duties and responsibilities as required.
20%	May exercise supervision or assist with supervision of staff. Provide technical support and remain current on new trends and developments related to duties. Perform complex duties for assigned division; research related information.
20%	Investigate and document problems for assigned division; enter, process, permit or inspect as part of duties; approve or reject permits according to policy; and train other staff in duties as needed.
20%	Perform computations or complex analysis using statistical, engineering, or mapping methods; and prepare charts, graphs, technical reports, or other documents for presentations as necessary and assigned. Investigates citizen complaints, researches, and responds to concerned groups; and files related documentation.



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**Competencies Required:**

**Human Collaboration Skills:** Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

**Reading:** Intermediate – Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Math:** Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Writing:** Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Technical Skills Required:**

**Skilled in a Technical Field:** Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Associate’s degree from accredited college or university with major coursework in civil engineering technology or a related field.

**Experience:** Five years of full time responsible experience as an Engineering Technician I, Engineering Technician II, or equivalent.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.



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**Supervision Exercised:**

Work requires functioning as lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work; or requiring the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

**Supervision Received:**

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

**Fiscal Responsibility:**

The job title may prepare accounting, budget, employment actions, purchasing documents; and research to justify language used in documents for a unit or division of a department. May recommend budget allocations.

**Physical Demands:**

Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: October 2015