



## JOB ANNOUNCEMENT

6000 Main St SW, Lakewood, WA 98499-5027, (253)589-2489, FAX (253) 589-3774

**POSITION:** Engineering Technician I or II  
18 month project position with full benefits

**OPENING:** Friday, August 14, 2009

**CLOSING:** Monday, August 31, 2009

**SALARY:** \$3,521 - \$4,465 monthly – Engineering Technician I  
\$3,965 - \$5,029 monthly – Engineering Technician II

**FLSA STATUS:** Nonexempt. This position is eligible for overtime.

**BASIC FUNCTION:** Under the direction of the Public Works Director or designee, assist civil engineers and/or higher level engineering technicians in preparing preliminary designs through final plans; conducting traffic engineering studies; inspecting construction projects for compliance with established standards; and reviewing development and right-of-way permit applications for compliance with established codes and standards.

### **DISTINGUISHING CHARACTERISTICS:**

Engineering Technician I – This is the entry level class in the Engineering Technician series. This job class is distinguished from the Engineering Technician II by the performance of the more routine tasks and duties assigned to positions within the series. Employees at this level receive a greater level of instruction and supervision.

Engineering Technician II – This is the journey level class within the Engineering Technician series. Employees within this class perform a full range of duties and receive only occasional instruction or assistance as new or unusual situations arise. Employees are fully aware of the operating procedures and policies of the work unit.

### **REPRESENTATIVE DUTIES:**

Engineering Function Apply survey information and reduce field notes to layout and draft designs and drawings for various engineering and planning projects including base mapping, overlay preparation, storm sewers, sanitary sewers, water mains, street designs, site plans, presentation layouts and publication mockups; including erosion control and SEPA plans. Perform a variety of related office or field tasks to gather, analyze and record data and otherwise assist engineers in preparation of specifications.

Development Review Functions Review pre-application information for new development proposals; visit site to ascertain existing conditions; prepare the pre-application comments based on applicable City codes and ordinances. Review site development plans for compliance with City standards relating to right-of-ways, sidewalks, curbs, pedestrian ramps, driveways, roadways, and storm drainage. Review storm drainage reports, traffic impact analysis reports, and other traffic related studies for compliance with City standards. Calculate permit fees.

Construction Inspection Function Perform construction inspections by overseeing assigned public works projects to assure conformance to plans and specifications; process inspection records with appropriate department personnel. Maintain records of construction projects from information supplied by engineers; compile and compute data for contractors' progress pay estimates. Perform field tests.

Traffic Engineering Function Conduct and participate in field traffic studies; conduct manual traffic counts, turning movement, traffic speed, and delay studies; set out traffic counters for intersection approach volume, crosswalk evaluation, and traffic volumes, compile data and prepare appropriate recommendations and reports. Maintain record keeping and data tracking systems of traffic and complaint data including traffic accident, speed and count databases.

All Functions Perform technical research, present reports, information and presentations at meetings. Answer questions from the public regarding particular area(s) of expertise. Perform a variety of related office or field tasks to gather and record data. Provide support to other City departments including computer generated maps and exhibits. Perform related duties as assigned.

### **EDUCATION AND EXPERIENCE:**

Engineering Technician I Any combination of education and experience equivalent to two years of college level course work in civil engineering and one year of experience involving design work of storm drainage, sewer, water and roads systems. Proficiency with CADD is preferred.

Engineering Technician II Any combination of education and experience equivalent to two years of college level course work in civil engineering and three years of experience involving design work of storm drainage, sewer, water and roads systems. Proficiency with CADD is preferred.

**LICENSES AND OTHER REQUIREMENTS:** Must possess and maintain a valid Washington driver's license and a satisfactory driving record throughout employment. **Applicants selected for interview must provide a complete driving record** which is available at a cost of \$10 from the Washington State Department of Licensing.

**UNION AFFILIATION:** American Federation of State, County and Municipal Employees (AFSCME)

**TO APPLY:** Request an application packet (Employment Application, Skills Questionnaire, and Authorization for Background Investigation) by calling the 24 hour job line at (253) 512-2265 or download from [www.cityoflakewood.us](http://www.cityoflakewood.us), Quicklinks, Current Job Openings. Completed applications must be received at City Hall by 5:00 p.m. of the closing date.

## **ENGINEERING TECHNICIAN I or II SKILLS QUESTIONNAIRE**

**YOU MUST PROVIDE COMPLETE RESPONSES TO THE FOLLOWING ITEMS IN ORDER FOR YOUR APPLICATION TO BE CONSIDERED.**

1. The Education and Experience requirements for this position are specified on the Job Announcement. Please indicate how your education and work experience satisfy these. Include degree(s) received, school(s) attended, employers, positions held, and dates of employment (month/year to month/year).

**IN YOUR RESPONSES TO THE FOLLOWING, INCLUDE WHERE YOU GAINED THE EXPERIENCE AND YOUR DATES OF EMPLOYMENT (MONTH/YEAR TO MONTH/YEAR).**

2. Describe your experience in utilizing design standards, codes and technical guidelines.
3. Describe your experience assisting with the planning, design and construction of public works projects including the preparation of plans, specifications and cost estimates.
4. Describe your experience developing and writing reports.
5. Describe your experience using CADD, word processing and spreadsheet software, and address the types of work you produced.
6. Describe your experience working with geometric design and roadway traffic engineering standards.