

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: ENGINEERING TECHNICIAN II
DEPARTMENT: COMMUNITY DEVELOPMENT
REPORTS TO: SENIOR ENGINEERING TECHNICIAN

JOB CODE: 2115
DATE: 6/2023

JOB SUMMARY:

Performs work associated with the design, construction management, and contract administration of municipal and/or private infrastructure improvement projects. Oversees the projects' progress and provides technical expertise and support.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Performs work in design, construction, and inspection in any number of municipal infrastructure improvement projects including transportation, traffic, bridge, utilities, parks, and building facilities.

Performs work inspecting on and offsite improvements related to private subdivision and site development projects as directed.

Creates and designs plans and specifications, using all available sources of background information, for a project or program to meet the needs of the City and/or Department.

Drafts plan revisions, construction details and makes detailed engineering drawings; including potable water, storm and sanitary sewer design, sizing of pipes and culverts.

Composes specialized engineering agreements and construction contracts for specific projects and specialty annual contracts such as easement clearing, bridge, parks, and municipal utility improvements.

Identifies and develops potential sources of supplies, materials, equipment, and services that are appropriate for quality at acceptable prices.

Reviews plans to ensure the consistency, accuracy and economical design related to City and State Codes, Ordinances, Regulations, Standards and Specifications.

May represent the department at development, interdepartmental, departmental, or other meetings as requested.

Attends meetings with various City, State, Federal representatives, developers, contractors, consultants and property owners on issues concerning a variety of engineering projects.

Assists the public by interpreting plans of civil engineering, road construction and right-of-way as well as answering questions.

Maintains construction cost estimates and expenditures records; enters daily inspection reports electronically.

Routinely checks calculations for accuracy.

Maintains records and research files using computer software.

Writes detailed and/or technical reports of all findings, conclusions, and recommendations based on a thorough analysis and interpretation of data for presentation to others.

May assist the City Surveyor or contract survey crew in the field defining boundaries or respond to DIGSAFE requests for mark out of City owned underground utilities.

Provides traffic data collection and interpretation; assists with the design of intersections and traffic signals at locations throughout the City.

Performs special assignments as requested, to include researching and preparing reports and projects, developing and implementing programs, and presenting technical data to management, elected officials, and others.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Copy Machine	Calculator	Hand Tools	
Survey Equipment	Computer	Camera	
Engineering Software	Plotter	Scale	Vehicle

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's degree or equivalent from a two-year college or technical school, and four to six years of progressively responsible related experience, or any combination of education, training and experience that provides the knowledge, skills and abilities required for the job.

Licenses and Certifications:

Valid NH Driver's License.

Have certifications, or the ability to obtain within 12 months of hire, in State/Federal Local Project Administration (LPA), State/Federal Labor Compliance, water and sanitary sewer systems, environmental and/or stormwater.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and practices of civil engineering.

Principles and practices of construction.

Principles and practices of surveying.

Microsoft Office Suite, AUTOCAD, ArcGIS, Adobe PDF, Bluebeam, project management software.

Record keeping, report preparation, filing methods, and records management techniques.

Basic budgetary principles and practices.

Applicable state, federal, and local laws, rules, and regulations.

Methods and techniques of research, statistical analysis, and report presentation.

Computer applications related to the work.

Skill in:

Using tact, discretion, initiative, and independent judgment within established guidelines.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Accurate use of AUTOCAD drafting and other engineering software.

Good mathematical skills.

Communicating clearly and effectively, orally and in writing.

Preparing clear and concise reports, correspondence, and other written materials.

Mental and Physical Abilities to:

Read and understand engineering plans and specifications.

Understand and carry out oral and written instructions, giving close attention to detail.

Apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Read, analyze, and interpret professional periodicals and journals, technical procedures, and government regulations.

Deal with problems involving several alternative variables in various situations.

Define problems, collect data, establish facts, and draw valid conclusions.

Perform duties in an office while sitting at a desk or in the field involving prolonged standing, driving, and walking while intermittently stooping, bending, reaching and crouching.

Frequently lift light objects.

Occasionally lift heavy objects.

Climb ladders.

Use tools or equipment requiring a high degree of dexterity.

Distinguish between shades of color.

Working Conditions:

Work is performed in an office and outdoors; the employee may be exposed to dust, dirt, grease, machinery with moving parts, irritating chemicals, very noisy conditions and cold or inclement weather.

Work requires the use of safety equipment such as shoes, eye protection, hardhats, gloves and vests.