



CITY OF MOLALLA

EMPLOYMENT OPPORTUNITY

ENGINEERING TECHNICIAN

ENGINEERING SECTION

FLSA Status:	Non-Exempt
Department:	Community Development
Union Representation:	Non-Represented

Class Summary

Under the direction of the Engineering Section Manager, The Engineering Technician is responsible for duties as assigned on a full range of civil works projects and technical studies. Typical duties include inspection of public and private civil projects, management of minor public civil projects, participation in technical studies, assisting in infrastructure planning, and proper maintenance of associated records. All classifications within the Community Development Department ultimately report to the Assistant City Manager/Community Development Director.

Duties and Responsibilities

(An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks that an employee may be expected to perform)

1. Performs a full range of project inspection activities for multiple construction projects as a member of the Community Development Department Team.
2. Reviews change order proposals, requests for information, submittals, and cost tracking.
3. Prepares correspondence and represents the City at construction meetings.
4. Evaluates conditions and conflicts of pertinent utilities.
5. Inspects construction while work is in progress for adherence to plans, specifications, and other agency standards and regulatory requirements.
6. May act on behalf of Engineering Section Manager to interpret specifications and interact with contractors.
7. Obtains permits from county, ODOT, resource agencies, and other regulatory agencies; maintains clear and concise project records.

8. Prepares final project inspection reports and evaluations and assists Engineering Section Manager by monitoring project activities and schedules.
9. Reviews and provides comments on civil design proposals submitted in association with private development.
10. Represents Community Development Department at staff review and public meetings to explain proposed requirements.
11. Completes inspection reports, reviews and collects dedications, and manages civil project files.
12. Reviews, issues, and monitors right-of-way permits and the projects associated with them.
13. Consults with engineers, planners, contractors, and the public regarding Molalla's civil design standards and requirements.
14. Researches and provides feedback on issues related to civil project completion and civil design standards.
15. Assists the Engineering Section Manager in the implementation and coordination of the building maintenance program.
16. Manages minor public civil projects as assigned. May include management of one or all of procurement, contracting, pre-design, design, permitting, construction, and closeout.
17. Assists the Senior Planner with GIS Mapping and Inputs for Civil Infrastructure.
18. Interacts frequently with other city staff, contractors, and the public.
19. Performs other duties as assigned.

Qualifications, Knowledge, & Skills

Required

- High School Diploma or Equivalent
- Valid Vehicle Operator's License
- Minimum of 3-years of experience in construction or construction management
- Excellent written and oral communication skills including the ability to translate technical data into terms understandable to the general public
- Ability to effectively document construction activities in permanent inspection reports meeting City standards.
- Ability to establish and maintain effective working relationships with division supervisors, representatives of other public agencies, contractors, consultants, and the general public
- Knowledge of contemporary principles and practices of heavy construction
- Demonstrated ability to complete assigned tasks on-time
- Demonstrated ability to respond to citizen complaints and questions on related projects and helps to resolve these problems
- Familiarity with Microsoft Office Suite, Microsoft Outlook, and GIS Mapping Software

Preferred – Not Required

Job Description – Engineering Technician
September 25, 2023

- Knowledge of The City of Molalla’s public works standards
- Knowledge of contemporary principles and practices of civil engineering
- Educational background and work experience related to municipal infrastructure
- General knowledge of federal and state regulations
- 5 years of experience related to engineering and construction inspection duties

Work environment:

The work environment for this position includes outside work in inclement weather. The employee may work near construction machinery or activity with high noise levels for short time periods. For 30-70% of the time, this position will experience noise levels common to an office environment. The work environment may expose the employee to severe weather conditions, high noise levels, hazards of construction sites, as well as to chemicals, paints, dust, and odors.

Approved



Dan Huff, City Manager

9-27-23

Date