



**CITY OF GRANTS PASS, OREGON**  
**CLASS SPECIFICATION**  
**ENGINEERING TECHNICIAN**

**FLSA Status:** Non-Exempt  
**Bargaining Unit:** GPEA  
**Salary Grade:** B28

**CLASS SUMMARY:**

The Engineering Technician is the entry level of the Technical Support – Engineering Series. Incumbents are responsible for conducting field inspections to determine completion of work against specifications and standards, facilitating community meetings and pre-construction or pre-bid meetings, and performing basic contract administration on engineering design or construction projects including preparation of capital project budgets. Duties may include plan checking, cost estimating and analysis, and preparing civil engineering drawings. Based upon assignment, duties may also include issuing right-of-way encroachment permits, designing right-of-way infrastructure, research of deeds and legal descriptions, acquiring utility easements, research and data collection, drafting public contracts, and updating maps including entry into GIS database and CAD system.

The Engineering Technician is distinguished from the Engineering Projects Supervisor which is responsible for the full range of supervisory responsibilities.

**TYPICAL CLASS ESSENTIAL DUTIES:** These duties are a representative sample; position assignments may vary.

- Manages capitol and private sector public improvement projects including project designs, plan reviews, inspections for compliance, systems testing, backlog inspections, GIS/CAD updates, contract negotiation and management and related meetings and project records.
- Coordinates with Planning and other divisions/agencies regarding final plat/partitions issuance, completion notices, and security/bonds releases and/or conducts GIS system maintenance, mapping and scanning.
- Provides customer service by responding to inquiries from citizens, staff, other government agencies, and engineers.
- Inspects encroachment permits for requirements compliance and/or conducts research including deed descriptions, code requirements, traffic counts, etc.
- Performs other duties of a similar nature or level.

**Training and Experience** (positions in this class require):

An Associate's Degree and two years of construction and/or public works field inspection and/or civil engineering design experience are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (positions in this class require):

- Oregon Driver's License – Class C

*Employees of the City of Grants Pass uphold the values of Integrity, Vision, Accountability, Leadership, United and Excellence in our service to our community.*

**Knowledge** (positions in this class require):

Knowledge of:

- Surveying/GIS principles and practices;
- General engineering principles and practices; and,
- Applicable Federal, State, and local laws, rules and regulations.

**Skills** (positions in this class require):

Skill in:

- Research, interpretation, and analysis related to City Code;
- Application of engineering concepts and technologies;
- Project management;
- Using a computer and related software applications;
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Physical Requirements:**

Positions in this class typically require: grasping, fingering, feeling, talking, hearing, seeing, repetitive motions, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, and lifting.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work overtime.

**Note:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

**Classification History:**

Adopted by Council July 2, 2008, Resolution No. 5379

Updated January 27, 2012