

CITY of AZTEC JOB DESCRIPTION

Job Title:	Senior Engineering Technician
Department:	Public Works
Shift:	Regular 40 hours - 4 day week, 7 am - 6 pm
Pay Plan:	GRD 21.2 @ \$24.82/HR
Exempt:	No
Reports To:	City Engineer/Public Works Director
General Direction From:	City Engineer/Public Works Director
Position Closes:	OPEN UNTIL FILLED

PURPOSE & NATURE OF JOB

Requires extensive knowledge and use of AutoCAD in the DESIGN of capital projects. Assists with planning and develops design of public works infrastructure improvements. Supervises field activities of the Public Works Department involving technical engineering project improvements for roadways and water distribution and wastewater collection systems. Recommends improvements to repair, replace and maintain city infrastructure. Familiarity with industry standards and state of New Mexico regulations related to roadway improvements, water distribution and waste collection and treatment necessary. Use and knowledge of Global Positioning System (GPS) survey equipment essential. Assists with supervision in the construction of City capital projects; Knowledge of traffic control operations and safety in accordance with the Manual on Uniform Traffic Control Devices required. Coordinates assigned activities with other City departments and outside agencies; provide highly responsible and technically complex support to the City Engineer/Public Works Director.

ESSENTIAL DUTIES

- Works under the guidance of the City Engineer/Public Works Director, plans, DESIGNS, and directs and inspects construction of City capital improvement projects as assigned. While using professional level knowledge and experience, works independently on various projects as assigned with general oversight. Uses creativity in the design of new public works infrastructure.
- Supervise and participate in the development and implementation of Public Works projects, including preparing and monitoring project budgets and the completion of deadlines, staffing, and other project management issues. Must be seasoned decision-maker as errors may result in deteriorated department image and serious consequences including legal liability and substantial city resources to correct.
- Exercises technical supervision over clerical, administrative, and professional staff as assigned including engineering consultants and contractors.
- Using excellent customer service skills establishes and maintains effective working relationships with other employees, officials, and all members of the general public.

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- Operates a motor vehicle to assist in carrying out the business of the Public Works Department and the City.
 - Assigns duties and examines work for thoroughness, detail, neatness, and conformance to plans, specifications, policies and procedures.
 - Prepares reports using various software including but not limited to Microsoft Excel, Word & Power Point, AutoCAD, for presentation to Director of Public Works and City Manager.
 - Prepares engineering estimates and budget in assigned area of responsibility.
 - Responsible for understanding City budgetary process and tracking budget expenses
 - Works with Engineering Consultants and Finance Department personnel in preparation of award of various equipment and capital project construction bids and contracts.
 - Knowledge of traffic control operations and safety in accordance with the Manual on Uniform Traffic Control Devices required.
 - Writes technical specifications and evaluates project cost. Participates in project bidding activities. Is empowered to act on behalf of the City Engineer.
 - Develops construction designs, estimates and schedules for roadway improvements and improvements to the water and wastewater systems under the guidance of and for the approval of the City Engineer. Responsible for project budget control.
 - Reviews plats for compliance with codes and standards in relation to Floodplain Management and recommends proposed changes to Community Development Department and City Commission as needed.
 - Reviews plans and construction sites for compliance with MS4 requirements and directs improvements and changes as needed.
 - Performs technical research and economic analysis as required for capital improvement projects and equipment purchases.
 - Supervises public works staff during the installation of department constructed projects.
 - Evaluates current operation of City facilities and prepares design for improvement and modification.
 - Writes technical solutions and makes presentations to the City Commission and public related to capital construction projects and issues.
 - Must perform accurate design calculations and cost estimates.
 - Must be capable of making decisions in the field on short notice and evaluating quality of construction for acceptance based on project plans, specifications and industry standards relating to civil engineering principles and practices. Construction inspection intricate part of position. Must work well with contractors and consultant engineers.
 - Attendance at work is an essential function of this position.
 - Participates in overall departmental activities as a member of the Public Works Director's management team.
 - Provides necessary supervision, direction, and assistance to crews at work sites. Enforces policies, regulations, safety, and health standards at work sites.
 - Responds to public inquiries and concerns regarding the Department's programs and activities and makes reasonable attempts to answer questions and correct problems.
 - Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
 - Responds to emergency events as needed. May be required to operate construction related equipment such as loaders, snow plows and other equipment not requiring CDL licensing.
 - Provides input to Public Works Director and City Engineer on infrastructure improvement needs.

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- Works with other city departments, private utilities, consulting engineers, contractors and other organizations as needed.

RESPONSIBILITIES

- Supervision:**
- Supervises individuals as required in technical engineering applications.
 - Has responsibility for project completion.
- Public Contact:**
- Contacts with public and/or managers regarding routine technical matters.
 - Contact with consultants, contractors and vendors relating to project design and construction.
 - Contact with vendors relating to materials, equipment and services purchases.
- Budget:**
- Has budgetary oversight responsibility.
 - Secondary responsibility to implement and/or monitor the budget.
- Other:**
- Ability to manage multiple projects by applying project management techniques.
 - Ability to determine, assign and supervise the work of others.
 - Ability to understand and follow oral and written instructions, blueprints, and sketches.
 - Ability to keep records and make reports.
 - Ability to perform a variety of construction work.
 - Ability to establish and maintain effective working relationships with associates and subordinates, consultants and contractors.
 - Ability to plan, design and oversee construction of roadways and water distribution and waste water collection systems.
 - Ability to read construction documents, inspect projects and determine the effectiveness/compliance of actual construction with plans and specifications.
 - May represent the Department at meetings. Is empowered to act on behalf of the City Engineer when absent.
 - Ability to communicate effectively orally and in writing.
 - Ability to understand, follow, and transmit written and oral instructions.
 - Ability to work under stress and handle stressful situations.
 - Ability to meet deadlines.
 - Ability to make decisions and attend to details of infrastructure development, design and construction.
 - Creative ability to prepare plans and specifications for new infrastructure design.
 - Ability to understand and follow oral and written directives and adopt the priorities established by the City Engineer/Public Works Director.

- Ability to establish and maintain effective and cordial working relations with other employees in a team environment and the public.

GENERAL INFORMATION

The duties/responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM JOB QUALIFICATIONS / REQUIREMENTS

- Must be able to pass a pre-employment physical and drug screen.
- Must have a valid driver's license.
- Must have or obtain Traffic Control Technician Certification (TCT) within 12 months of hire.
- Must have or obtain Certified Floodplain Management Certification (CFM) within 18 months of hire.

Education:

Associates degree in Civil Engineering with a minimum of 6 years experience in local or state government employment with a minimum of 3 years experience in the public works with street, water and sewer infrastructure design, construction, field inspections and contractor oversight.

OR

College graduation with Bachelor of Science degree in Civil Engineering or closely related field acceptable to the Director and 2 years of experience in local or state government employment in public works with design and construction experience with streets, water and sewer infrastructure. Engineer-in-Training Certification preferred.

Experience:

- Use and knowledge of Geographical Information Systems (GIS) and Global Positioning System (GPS) equipment required.
- Computer expertise using AutoCAD and extensive experience in capital project design required. Computer knowledge and experience must include working expertise in Microsoft Office Suite including word processing and spreadsheet construction and maintenance.
- Must be seasoned decision-maker as errors may result in deteriorated department image and serious consequences including legal liability and substantial city resources to correct.
- Must have project planning, design, construction estimating, organization and implementation with time and budget

management skills.

Knowledge:

- Knowledge of equipment, materials and supplies used in Public Work activities and construction for streets and water and sewer systems construction, repair and maintenance.
- Knowledge of Civil Engineering principals relating to roadway construction, water and sewer infrastructure.
- Knowledge of water distribution & waste water collection systems and road construction and maintenance techniques required.
- Knowledge and experience in project management techniques.
- Knowledge of: laws, rules, regulations, and engineering standards related to the design, planning, funding, construction, operation, and maintenance of public works projects including roads, sewer collection and water distribution.
- Thorough knowledge of and working experience using the "Manual on Uniform Traffic Control Devices".
- Thorough knowledge of and working experience of floodplain management techniques and federal requirements of the Federal Emergency Management Agency.

Certificates/Licenses:

- Must have or obtain Traffic Control Technician Certification (TCT) within 12 months of hire.
- Must have or obtain Certified Floodplain Management Certification (CFM) within 18 months of hire.

Recertification:

Recertification and maintenance of TCT and CFM.

Use of Tools and/or Equipment:

- Computers, fax machine, calculator.
- Hand tools; shovel, hoe, pick, rake, pry bars, and other associated utility and street hand tools.
- Power tools; pumps, air compressor, air tools, generator, electric hand tools, compactors, cut off saws, jack hammer, and other associated power tools.
- Equipment; pickup, tractors, backhoes, motor grader, dump truck, ram jet truck, water truck, street sweeper, roller and front end loader and other related equipment.

WORK ENVIRONMENT

Physical Demands:

- Good physical health, eyesight, and hearing.
- May be required to lift and/or carry up to 35 pounds.
- Must be able to work in inclement weather conditions ranging from cold and wet winter days below freezing to hot summer days with temperatures above 100F°.

Hazards:

- The employee may be operating service equipment on City streets.

The City of Aztec is an Equal Opportunity, Reasonable Accommodation Employer.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regular and frequent travel in a City vehicle within the City will be required.
- Recurring exposure to hazardous work conditions including exposure to dust, construction materials including concrete and hot and cold asphalt, grease, oil, paint, extreme temperature, or severe outdoor weather conditions.
- Recurring conditions which involve chance of injury include working in traffic conditions on city streets.
- The employee may be exposed to: Hot mix asphalt, rubberized asphalt, salt, oil, gasoline, diesel, herbicide, paint, signs, trash, tree limbs, dirt, gravel, pipe solvent, glue, gasoline, oil, diesel, and other utility and street maintenance related products.
- The employee is occasionally exposed to fumes, toxins, or caustic chemicals. This position could be exposed to chemicals such as paint, paint thinners, muriatic acid, industrial bleach, hydrochloric acid, sulfur dioxide gas, calcium and sodium hypochlorite powder, gasoline, and various degreasers.
- Exposure to UV radiation.
- Potential exposure to bacteria, including but not limited to e. Coli, shigellosis, typhoid fever, salmonella, Mycobacterium tuberculosis, leptospira, and cholera. Potential exposure to Aspergillus and other unknown disease causing fungi. Possible exposure to parasitic organisms that may cause disease, such as cryptosporidium, giardia lamblia, entamoeba histolytica, hookworm, tapeworm, whipworm, and ascariasis. Possible exposure to viruses, including but not limited to: enteroviruses, adenoviruses, rotaviruses, parvoviruses, reoviruses, astrovirus, calcivirus, and hepatitis.
- Employee may be exposed to chemicals or organisms by direct contact with raw wastewater and sludges, or by inhalation of gases, particles, aerosols, vapors, or droplets.

Exposures:

- The primary work site is inside with occasional exposure to the following: extreme cold with temperature changes, extreme heat with temperature changes, extreme wet or humid conditions, high winds, blowing dust, sufficient noise levels which interrupt conversation, body strain from repeated motion or shock, exposure to fumes, odors asbestos dust, hot mix, caustic soda, and other related utility and street environmental exposures.
- May be required to work in confined spaces, heavy traffic, and ditches.