

CITY OF PARK RIDGE

JOB DESCRIPTION



TITLE:	Engineering Technician	FLSA:	Non-Exempt
DEPARTMENT:	Public Works	REPORTS TO:	City Engineer
PREPARED:	July 1998	UPDATED:	November 2023

Position Summary

This position provides technical support to the City's Engineering Division including customer service, inspections, plan review support, and management of the City's infrastructure.

Essential Functions

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.

- Inspects sidewalks, alleys, and pavement markings for areas in need of replacement; communicates with residents and schedules work.
- Evaluates city roads to determine pavement condition rating using the City's evaluation system.
- Assists with projects by preparing maps, performing inspections, researching, surveying, and staking.
- Retrieves, reviews, enters, and edits data of new and existing utility maps for subdivisions, public utilities, and infrastructure within the City's asset management and Geographical Information System (GIS) program for accurate reporting and record keeping.
- Maintains files and documentation as required for projects.
- Inspects public works projects and ensures construction standards; approves modifications in the field if appropriate.
- Communicates and schedules construction and inspections with contractors and engineering consultants.
- Performs construction management of City projects by inspecting work and processing contractor payment requests.
- Reviews and approves construction plans for accuracy and compliance with City requirements.
- Monitors detailed records/reports of construction projects and reviews and edits construction plans.
- Creates punch list for construction projects and performs follow-up inspections.
- Interprets and reviews engineering, grading, and utility plans.
- Investigates, trouble-shoots, and resolves complaints with homeowners and contractors.
- Assists engineers, other departments, and the public in researching information, interpreting, and resolving inquiries.
- General support of Engineering staff and all other duties as assigned.

Required Education, Experience, Licensing, and/or Certifications

- Associate degree in engineering, surveying, engineering technology or closely related field with one to three (1-3) years related experience;
- Previous experience to include GIS or Auto Cad;
- Or any equivalent combination of education, experience, or training.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above 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. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Name Printed

Name Signed

Date