

CITY OF HELENA



Position Title: Sr Engineering Tech

Department: Public Works

Division: Engineering

Grade: 144

FLSA: Non-Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose:

Under general supervision, the purpose of this position is to perform a variety of technical engineering work including design, drafting, surveying, recording and inspection work involved in public works projects; to plan, organize and lead professional and technical engineering programs for the Engineering Services Division; to assist in preparing complex engineering designs, plans, specifications, cost estimates, budgets and reports; to manage assigned construction projects; and to lead, participate in updating and generate GIS maps for public, contractors and city staff. This position provides highly responsible assistance to the City Engineer in management of the Engineering Services Division.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

Under the supervision of a professional engineer, assume responsibility for the inspection of material and construction work, sidewalks, curbs and gutters, streets, storm sewers, sanitary sewers, water systems, and other civil engineering construction for compliance with plans and specifications set forth; provide technical assistance on construction methods, project schedules, and inspection policies.

Under the supervision of a professional engineer, prepare technical engineering analysis reports and studies following accepted engineering practices and standards; research records, maps and other data to obtain engineering data pertaining to assigned projects.

Assist in bidding and awarding construction contracts; assist in contract administration.

Organize and systemize plats and plans in order to make use of City of Helena records; utilize and manipulate computer generated maps for general use and update.

Participate in the review of developer plans for street, utility extensions, and drainage.

Participate on the development and attendance at public meetings associated with comprehensive plans, neighborhood static, improvement projects, and SID's

Coordinate public works activities with other City departments, divisions and sections and with outside agencies.

Organize and maintain accurate files and records of all engineering data cataloged by the Department dating to 1864.

Perform a variety of related office or field tasks to gather, analyze and record data and otherwise assist engineers in the preparation of bid specifications or construction design specifications.

Review property legal descriptions and maps for accuracy.

Provide information to general public, outside agencies, developers, contractors and others as required.

Prepare material for Commission Meetings pertaining to rights-of-way use agreements, street closures/vacations, and water/sewer service boundary extensions within the City of Helena.

Prepare essential documents for encroachment agreements, public improvement agreements, easements and utility occupancy permits.

Assist in updating and maintaining the City of Helena Engineering Standards.

Create and maintain designs of public works projects using AutoCAD, Civil 3D, and Arc map.

Update and maintain the City of Helena Water and Sewer Models.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- Basic principles and practices of engineering and surveying as applied to City public works operations.
- Terminology, methods, and techniques used in the construction of public works engineering projects.
- Engineering design and construction standards including engineering maps and records.
- Principles of mathematics as applied to engineering work, record keeping, data collection and report preparation.
- Techniques and methods of drafting and used in inspections and surveying.
- Modern office practices, methods, computer equipment.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Safe driving principles and practices.

Skill or ability to:

- Operate Autocad, Civil 3D, ArcGIS, modeling software and other software utilized by the Engineering Department.
- Operate surveying equipment and map reproduction equipment.
- Make complex engineering computations.
- Prepare, read and interpret engineering plans and specifications.
- Collect, compile, and analyze information and data
- Check, design, and prepare engineering plans, studies, profiles, and maps.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work

Physical Demands:

Ability to work in a standard office environment with ability to sit, stand, walk, crouch, stoop, squat, climb, and lift 20 lbs.; exposure to outdoors; ability to travel to different sites and locations.

Minimum Qualifications (Education, Experience and Training):

This position requires a minimum of an Associate Degree with major course work in civil engineering technology or a related field. This position requires three years of responsible technical engineering design and construction experience. Other relevant combinations of education and work experience may be evaluated on an individual basis.

License or Certificate:

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

Supervision Received:

General Direction from the City Engineer

Supervision Exercised:

Leadership and indirect supervision of Engineering Division technician staff.