



**CITY OF ARDEN HILLS
POSITION DESCRIPTION**

Position Title:	Senior Engineering Technician
Department:	Public Works
Accountable to:	Public Works Director/City Engineer
Positions Supervised:	None
Status:	Full Time, Non-exempt

July 2021

PRIMARY OBJECTIVES

The primary objective and focus of this technical position includes performing advanced civil engineering duties including: design, inspect and manage public infrastructure projects, GIS management, MS4 Permit compliance, and other routine city engineering department functions under the general direction and supervision by the Public Works Director/City Engineer.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS OF THE POSITION

Assists in the implementation of City ordinances and programs including MS4 permitting and compliance; Grading and Erosion Control management; Right of Way management by reviewing plans and permit applications, issuing permits, performing inspections and providing coordination with City staff, contractors and the public.

Assists with the design and project management of the City’s Pavement Management Program and other City construction projects.

Manages the City’s GIS database to include, but not limited to, GIS data entry and data integrity monitoring, map preparation, and the conversion of field data, plan sheets and other information into CAD/GIS drawings.

Manages the City’s asset management system to include, but not limited to, data entry and data integrity monitoring.

Works closely with Public Works employees, other departments, and external agencies to incorporate City data into the GIS and asset management systems to produce necessary and accurate maps, including identifying data needs, map design and developing special functions.

Performs project inspections for public and private improvement projects to ensure compliance with plans, specifications and contract requirements, including coordination with City staff, consultants, contractors and the public.

Performs quantity take-offs and prepares cost estimates for public improvement projects.

Provides customer support within and outside the organization regarding Engineering and Public Works information, standards and programs.

Acts as liaison with contractors, engineers, developers, utilities and agencies on projects.

Assists in preparation of reports, City Council memos, project updates, special assessment rolls, resident notifications and project plans.

Resolve citizen complaints or problems concerning activities of Public Works and Engineering; attend various meetings and committees; conduct pre-construction meetings as needed.

Remains current on all specifications, regulations, codes, construction practices, and generally accepted engineering standards, legislation and policies.

All other necessary duties as apparent or assigned.

EDUCATION and/or EXPERIENCE

Successful completion of a two year or four year program in civil engineering or GIS technology, which included courses in GIS mapping technology and related mapping software.

Two or more years of experience in public works, civil engineering, or closely related field.

Practical experience with GIS applications and CAD software.

KNOWLEDGE, SKILLS AND ABILITIES

Must have considerable working knowledge of and the ability to learn the engineering principles and practices required for municipal civil engineering design (storm water hydrology and hydraulic, roadway, and utility design) and considerable knowledge of the materials, methods, and techniques used in the construction of municipal projects. Must have knowledge and skill in the use of AutoCAD, Civil 3-D, ArcGIS, word processing, spreadsheets, Outlook and other Microsoft office software. Must have the ability to read, interpret, and prepare construction plans, specifications, contract documents, technical manuals, legal descriptions, deeds, easements, written reports and correspondence. Must have knowledge and understanding of applicable work safety standards.

PHYSICAL DEMANDS

Must have the ability to read and discern visual images on a variety of media. Must have the ability to remain seated or standing at the same work-station during the work period with appropriate breaks within that time frame. Must have the ability to type accurately on a computer keyboard. Must have ability to record names and numbers accurately (e.g. not transpose numbers and/or letters). Must have ability to hear while answering telephone and receiving visitors at counter. Must have the ability to work in all types of weather. Must have the ability to physically perform essential functions and requirements of the position including lifting up to 25 lbs.

SPECIAL REQUIREMENTS

Valid driver's license.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. 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.

CITY OF ARDEN HILLS IS AN EQUAL OPPORTUNITY EMPLOYER

NON-DISCRIMINATION POLICY

The City of Arden Hills does not discriminate
on the basis of handicapped status

in the admission or access to or treatment or employment
in its programs and activities.
