

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB073 Engineering Technician
POSITION #/TITLE: 0017, 2415 Engineering Technician	Adopted: 07-97
	Revised: 01-08

POSITION DESCRIPTION

Dept /Division: Public Works/Engineering	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 10
Reports To Position #/Job Code #/JC Title: 0028/NB267/Sewer Utility Engineering Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Light	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Coordinates the Engineering Division’s assessment and encroachment program and associated activities; responds to customer inquiries; coordinates construction permit approvals; inspects right-of-way for compliance with City’s right-of-way management program and activities; performs related work as required.

Distinguishing Features of the Class

Some leeway is granted for the exercise of independent judgment and initiative.

Examples of Essential Work (Illustrative Only)

Conducts assessment projects to determine ownership of property, estimate assessments and implement assessment programs;

Reviews plats and assessment schedules and coordinates assessment resolutions;

Coordinates encroachment requests with private utilities and City departments and property owners;

Monitors encroachment reviews and conditions for encroachment approval or denial, notifies applicants of results and conditions and prepares recommendations for Council actions;

Monitor annexation requests and proceedings, provides information regarding process and actions and informs applicants of requirements;

Coordinates sidewalk, ramp and rail crossing construction and paving programs for public properties and right-of-ways;

Coordinates right-of-way excavation permits;

Inspects right-of-way easements and proactively/retroactively coordinates placement of private infrastructure;

Develops and maintains records and data for assessments and encroachments;

Coordinates program activities with City engineering and construction managers and contract providers;

Performs all work duties and activities in accordance with City policies, procedures and safety practices;

Attends work regularly at the designated place and time;

Supports continuous process improvement initiatives;

Performs related work as required.

Required Knowledge and Abilities

Comprehensive knowledge of real estate title and valuation principles and practices;
Comprehensive knowledge of legal recording and documentation for property acquisitions and transactions;
Thorough knowledge of civil engineering principles and practices;
Thorough knowledge of surveying principles and practices;
Thorough knowledge of utility location, easement and construction;
Ability to communicate effectively and maintain working relationships with property owners, utility representatives, contractors, developers, City personnel and the public both orally and in writing, using both technical and non-technical language;
Ability to prepare accurate and reliable reports containing real estate terminology and documentation, title forms and documents, real estate valuations, findings, conclusions and recommendations;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with an Associate's Degree in engineering technology, real estate or related field; and
Considerable experience conducting real estate valuation and transactions; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

None

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to inspect real estate, right-of-ways and public properties to determine real estate valuations;
Sufficient manual dexterity, which permits the employee to operate a computer keyboard;
Sufficient personal mobility, which permits the employee to evaluate real estate and easement properties.