

# Engineering Technician

**DEPARTMENT:** ENGINEERING SERVICES  
**REPORTS TO:** DEPUTY DIRECTOR OF PW ENGINEERING/CITY ENGINEER  
**OPEN DATE:** SEPTEMBER 18, 2023  
**CLOSING DATE:** OCTOBER 2, 2023  
**SALARY RANGE:** \$5,843-\$7,689  
**BENEFITS:** Excellent benefits package including health and retirement

## GENERAL FUNCTIONS:

Under the supervision of the Deputy Director of PW Engineering/City Engineer performs plan review, permit application review, field inspection, and provides technical assistance with regard to right-of-way and site development permit activity.

## SUPERVISION:

This position works under the general direction and supervision of the Deputy Director of PW Engineering/City Engineer. The position requires a high degree of independent judgment, initiative, and discretion.

## ESSENTIAL JOB FUNCTIONS:

1. Reviews submittals for Site Development, Right of Way, and Building Permits to determine compliance with codes.
2. Inspects work sites to ensure construction is proceeding in accordance with approved plans and permit conditions.
3. Provides citizens, developers, staff, and others with technical assistance on the Public Works code and related regulations, plans, and policies.
4. Ensures that structures, utility lines, roadways, material use or storage, site characteristics, and construction methods are in compliance with applicable standards and regulations.
5. Advises developers and others of potential code violations and assists them in interpreting approved plans and conditions.
6. Performs data entry to the City's permit management system for permit actions.
7. Researches engineering information.
8. Obtains or prepares charts, maps or other data.
9. Keeps notes and diaries, draws sketches, and takes photographs to record site conditions, field activities, and violations.
10. Coordinates activities with developers, City departments, and state regulatory authorities.
11. Responds to citizen requests and inquiries.

12. Contacts occasionally may be confrontational in nature and employee must solve both the technical and interpersonal problems in a cooperative and professional manner while conducting his/her duties.
13. Responds with little or no notice to City emergencies and disasters and will likely work long and/or irregular hours during emergencies and disasters.
14. Performs other duties as assigned.

**NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:**

*Knowledge of:*

1. Proper usage of English, spelling, grammar, and punctuation.
2. Modern office methods, procedures and practices, business letter writing.
3. City government functions, policies, rules, and regulations.
4. Advanced mathematics including algebra and trigonometry.
5. Practices, procedures, and methods of civil engineering design and practice.
6. Standard specification compliance methods, development, and contractor construction methods.
7. Federal, State, and local regulations and standards and of City and department policies and procedures.
8. Preparing and maintaining records and files, including project/program records.

*Ability to:*

1. Interact with the public and internal staff in an effective, customer friendly manner and establish and maintain effective working relationships with City staff and other organizations.
2. Communicate effectively, both orally and in writing.
3. Foster collaborative group process and efficiently use resources.
4. Work independently and make appropriate decisions regarding work methods and priorities, while demonstrating a strong sense of personal ethics and professional judgment and discretion.
5. Research and analyze complex problems and develop, recommend, and implement sound solutions.
6. Maintain complete and accurate records.
7. Meet schedules and legal timelines.
8. Remain current on trends related to engineering and development services.
9. Show ability to quickly adjust priorities as new issues and/or assignments arise.
10. Show initiative in performing job functions.
11. Maintain confidential data and information.
12. Assist others in complying with standards and/or permit conditions.

**MINIMUM QUALIFICATIONS:**

Graduation from a vocational school or a community college with certification in Civil Engineering Technology or closely related field, with emphasis in mathematics and English with a demonstrated achievement in civil construction field activities, and at least two (2) years of progressively responsible experience in the field of Civil Engineering Technology.

**TOOLS AND EQUIPMENT USED:**

Personal computer, including word processing and database software, multi-line phone system, calculator, copy and fax machine, recording equipment, plotter, scanner, and other office equipment.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both field and office settings. Hand-eye coordination is necessary to operate various pieces of office equipment. Position requires the ability to transport oneself to a variety of locations, primarily in and around Pierce County.

While performing the duties of this job, the employee is required to stand, walk, use of hands to finger, handle, feel, operate objects, tools or controls, and reach with hands and arms. The employee is required to talk and hear. The employee must occasionally lift and/or move up to thirty (30) pounds.

Work is performed outdoors and in the office environment and may involve travel to a variety of locations to perform site visit work or to attend meetings. Employee may be exposed to noise from basic office machine operation, and may be required to walk rough terrain and climb inclines at work sites. Employee may also be exposed to conditions and hazards associated with construction sites and potentially hazardous materials and equipment, fumes, or vapors.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Attendance at night meetings and community events may be required. Meeting project deadlines may require working more than forty hours per week.

**SPECIAL REQUIREMENTS:**

Possession of, or ability to obtain, a valid Washington State Driver's license. Proper documentation to fulfill the requirements of the Immigration and Nationality Act within three (3) days of employment is a condition of employment with the City of University Place. The City of University Place is an equal opportunity employer.

**CITY OF UNIVERSITY PLACE COMMITMENT TO DIVERSITY AND INCLUSION**

The City of University Place is an Equal Opportunity Employer and values diversity in the workplace. The City is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. Applicants are considered for positions without regard to race, sex, age, color, religion,

national origin, marital status, sexual orientation, gender identity, veteran status, disability status, or any basis prohibited by federal, state, or local laws.

**To apply:**

**City Application, cover letter, and resume are required.** An application form may be obtained from the City's webpage at Job Opportunities | University Place (cityofup.com) or from the University Place main reception desk located at 3609 Market Place W. Suite 200, University Place, WA 98466.

Submit completed application packet to: [HumanResources@CityofUP.com](mailto:HumanResources@CityofUP.com)

To be considered during the first review, application materials must be received by 4:00 p.m. on Friday, October 2, 2023. Incomplete applications will not be considered.

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