

**City of Portage
Position Description**

Name: Department: Municipal Services
Position Title: Engineering Technician **Pay Grade:** I **FLSA:** Exempt
Date: 4/2/20019 **Reports To:** Director of Public Works

Purpose of Position

Performs routine and complex technical work and provides customer assistance to the public. Assists the Public Works Director with mapping (GIS), public works and utility projects.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Processes Street use, Sidewalk and ROW permits and performs inspections.
- Performs construction inspection on public works projects.
- Assist in the design and coordination of projects as directed by the City Engineer.
- Performs surveys and manages data for public works projects.
- Provides technical assistance for the GIS program.
- Obtains field information using a GPS unit and other measurement tools.
- Manages operation of GIS equipment, including plotter, software and databases.
- Presents GIS information at Meetings and educates new users.
- Maintains and files City and Utility system maps and master plans for property addresses, streets (WISLR), sidewalks, signs, trees, facilities, water distribution, wastewater conveyance, stormwater drainage, zoning and project plans.
- Coordinates with Columbia County, Land Information office regarding parcel and address mapping.
- Prepares construction drawings (CADD) for public works projects.
- Performs staking for public works construction projects.
- Assists Public Works Director with preparation of Special Assessment information.
- Assists with applications for variances, conditional use permits and zoning changes and prepares recommendations to appropriate Boards and Committees.
- Coordinates property information records with Assessor.
- Assists with property maintenance and facility management programs.
- Answers general questions regarding legal descriptions, floodplain information, zoning and site plans.

Education and Experience

Associate degree in Civil Engineering and three years civil engineering or construction experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Bachelor degree and experience with AutoCAD desired. Must possess a valid Wisconsin Drivers License.

Council Approval:

Knowledge, Skills, Abilities and Physical Requirements Necessary to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of equipment and tools such as a vehicle, computer, surveying and drafting equipment, and telephone.
- Ability to conduct on-site inspection of public works sites.

Mathematical Ability

- Ability to add, subtract, multiply, and divide; perform calculations using decimals, percentages, and algebraic equations; utilize principles of geometry and trigonometry

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents such as invoices, engineering plans, laboratory reports, contracts, and architectural drawings.
- Ability to prepare a variety of documents such as plans, specifications, profiles, maps, permit applications, property records, GIS maps and databases, bills, meeting minutes, agendas, and various reports using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret engineering books, statutes, the municipal code, specifications, plans, maps, and policy and procedure manuals.
- Ability to communicate effectively with City personnel, committees, elected public officials, organizations, state agencies, media, real estate companies and the general public.

Environmental Adaptability

- Work is performed in an office environment and outdoors in varying weather conditions.

The City of Portage is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. There are pre-employment physical and drug-screening requirements.

Council Approval: