

# CITY OF OSHKOSH

## POSITION DESCRIPTION

Class Title: **Engineering Specialist**

Department: Public Works

Division: Engineering

Reports to: Civil Engineer II

Date: September 15, 2010

### **POSITION SUMMARY**

This is technical, moderately complex, sub-professional engineering work which may include duties from construction inspection, technical drafting and as-built mapping, surveying and utility locating, record keeping and administrative work, coordinating with contractors and the public and providing customer assistance. Works under general supervision according to an established work routine. May act as a lead worker over temporary staff and work in cooperation with other staff. Duties are grouped in related specialized areas which may require specific training and cross training; construction inspection, surveying, utility locating related to Digger's Hotline, drafting and mapping.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provide construction inspection and record keeping of a variety of public works projects such as streets, sidewalks, sewers and water main.
- Operate survey instruments, data collector and survey software, and independently operate GPS (global positioning system).
- Assist the crew chief in establishing lines, grades and points in survey work.
- Drive and mark stakes and take measurements, record field notes and perform routine calculations.
- Gather and record as-built information and topographic data; may act as lead man on routine surveys such as two person data collection crew or bench mark surveys.
- Operate all tools and locating equipment to locate and mark all city facilities as needed to identify location for proposed nearby construction.
- Maintain records, receive notices and provide day to day coordination with Digger's Hotline, contractors, public utilities, citizens and other staff
- Coordinate in particular with city maintenance supervisors in regard to location methods and procedures and in upgrading and maintaining as-built mapping records.
- Compile monthly reports on location activity and right of way permits.
- Operate computer hardware, drafting and GIS software and manual drafting equipment for production, maintenance and quality control for city plans and as-built maps and records.
- Assist and coordinate with the C.E.T. Draftsman and other public works staff to digitize, plot, draw, ink, trace, check and keep up to date, street, sewer, water, right of way, easement, house numbering, topographic, special assessment and other plans and maps and reports.

- Prepare or scrub paper plots and reports for conversion to GIS maps and database.
- Provide requested as-built information and assistance to contractors, other city staff and the general public.
- Assist the Public Works Administrative Assistant and engineering staff with administrative tasks involving personnel, budgeting and special assessments
- Maintain files, collect and record data on a periodic basis.
- Receive the public and answer central telephone system to answer questions related to city as-builts, permits and general public works procedures.
- Refer questions and requests, when necessary, to appropriate persons.
- Compose, type and edit correspondence, reports, memoranda and other material requiring judgement as to content, accuracy and completeness.
- Performs other related duties as assigned.

## **REQUIRED MINIMUM QUALIFICATIONS**

### **Education and Experience:**

- Graduation from a technical institute in Civil Engineering Technology or GIS/Cartography curriculum and one year experience in engineering fieldwork.
- A valid State of Wisconsin driver's license.

### **Necessary Knowledge, Skills and Abilities:**

- Skilled at construction inspection, technical drafting and as-built mapping, surveying and utility locating, record keeping and administrative work.
- Skill in operation of listed tools and equipment.
- Ability to perform duties accurately and in a timely manner.
- Ability to effectively meet and deal with the public, co-workers, and supervisors.
- Ability to communicate effectively verbally and in writing.
- Ability to handle stressful situations.

## **TOOLS AND EQUIPMENT USED**

GIS and CAD software, personal computer, surveying equipment such as a total station, data collector, GPS rover, theodolite, differential level, phone, copy machine, and fax machine.

## **PHYSICAL DEMANDS**

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.

While performing the duties of this job, the employee may be frequently required to walk over rough terrain; use hands to finger, handle or operate tools such as an 8-pound hammer or a shovel, and to handle objects or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 100 pounds. The work may be strenuous and repetitive.

The work may also require sitting and operating a keyboard. Specific vision abilities required by this job include being able to sight through a telescopic instrument, close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment may vary from quiet to loud. The work may be indoors or outdoors, exposed to extreme weather conditions typical of Wisconsin.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience, oral interviews and reference check and 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirement of the job change.