



Town of Oro Valley Classification Description

Title: **SENIOR CIVIL ENGINEERING TECHNICIAN** Department: Public Works
Job Code: 3170 Salary Grade: 111
FLSA Status: Non-Exempt

POSITION SUMMARY:

Under close supervision, performs specialized civil engineering according to area assignment.

ESSENTIAL JOB FUNCTIONS:

- A. Performs specialized civil engineering duties according to area assignment.
- B. Reviews and verifies plans and specifications for compliance with new development standards and codes.
- C. Reviews upcoming project design plans for constructability.
- D. Provides assistance with review of traffic reports and collects data for traffic analysis.
- E. Revises and prepares project documentation including bids and contracts.
- F. Coordinates with inspectors, engineers, developers, contractors, plans examiners and other Town staff on various aspects of projects.
- G. Interacts with citizens to answer questions, complaints or concerns.
- H. Ensures the construction of public streets, storm sewers, drainage improvements, erosion control, traffic signals, pavement marking, and signing, meets/complies with plans, specifications and standards.
- I. Conducts construction inspections and maintains daily logs, cost and quantity reports, and counts traffic control devices for construction projects.
- J. Reviews and responds to submittals from contractors.
- K. Coordinates construction activities with utilities and residents.
- L. Represents the Town at construction meetings to share/receive project information.
- M. Provides training and assistance to subordinate staff.
- N. Uses Cartegraph OMS for tracking tasks.
- O. Performs other duties as assigned by the Engineering Division Manager, Sr. Civil Engineer or Civil Engineer in the Engineering Division.
- P. Maintains regular and reliable attendance.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable Town, state and Federal statutes, rules, ordinances, codes and regulations governing public works operations.
- Knowledge of engineering and construction practices and principles.
- Knowledge of personal computer hardware and software.

- Skill in file and records management.
- Skill in preparing, reviewing and inspecting plans, specifications and projects regarding public works.
- Ability to communicate both verbally and in writing.
- Ability to establish and maintain effective working relationships.

MINIMUM QUALIFICATIONS:

- An Associate's degree in Civil Engineering, Drafting/Mapping/GIS or related field.
- Three (3) years' experience in engineering or construction; **OR** an equivalent combination of education and experience.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in indoor and outdoor environments.