



## ENGINEERING TECHNICIAN 4

**Department:** Planning and Public Works  
**Job Class #:** 924700  
**Pay Range:** Engineering/Technical 10

**FLSA:** Non-Exempt  
**Represented:** Yes

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This is highly responsible supervisory and technical work for public works related projects. Work includes the application of highly specialized knowledge related to construction, surveying, or plans examination for a variety of projects. Considerable latitude is given for independent action within the scope of oral and written instructions. Supervision is exercised over technical personnel of lower grade. Work is performed under supervision of a professional civil engineer, or administrative superior who makes general assignments and inspects work to ensure that it is conducted according to instructions and in accordance with accepted principles and practices of civil engineering.

This class is distinguished from the Engineering Technician 3 by its greater administrative responsibility for overseeing major technical operations of a section. It is distinguished from the civil engineering series by the application of specialized technical knowledge and supervisory duties.

### **ESSENTIAL FUNCTIONS:**

- Administers a major department program or system. Plans work to be accomplished, sets program goals, prepares preliminary budget information.
- Provides technical assistance to subordinates and the general public regarding policies, procedures and status of projects.
- Organizes, assigns, monitors, and evaluates the work of lower-level classes.
- Coordinates the inspection of various construction projects. Supervises and directs employees to assure all conditions of contract plans and provisions are met.
- Researches, reviews, and prepares property legal descriptions, government field notes and other documents.
- Performs engineering and technical research as related to specific programs or systems and presents findings in verbal or written format to superiors, co-workers or the general public.
- Drafts and submits change orders and pay estimates.
- Supervise the operation of all survey related work to ensure the proper survey theory and laws are applied.
- Performs complex materials tests, or supervises testing, to ensure compliance with project specifications; prepares written reports and recommends alternative materials when necessary.
- Participates in technical review meetings with engineering and planning staff; coordinates work or work in progress with other county employees, departments or outside agencies.
- Reviews subdivisions, including short plats, and large lots for compliance with County ordinances, State law and other applicable subdivision regulations.
- Executes the Pavement Management Program by directing and managing employees involved with the collection and analysis of pavement data. Provides recommendation regarding complex pavement management issues.
- Occasionally provides testimony at public meetings or to a Hearing Examiner, board, or council on projects or cases being handled by the department.

**ENGINEERING TECHNICIAN 4**  
**Classification Description – Pierce County**  
**Page 2**

**OTHER JOB FUNCTIONS:**

- Assists in the recruitment and selection processes for technician positions.
- Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

- Higher level mathematics including algebra, calculus and trigonometry.
- Physics, statistics, dynamics and civil engineering principles and practices.
- Terminology, principles and equipment used in surveying, drafting, and civil engineering, including computer programming.
- Construction materials and testing procedures.
- Survey laws and theory.
- Applicable state and federal laws, regulations and ordinances.
- Basic principles of supervision.

**Ability to:**

- Become familiar and keep current with engineering and surveying standards and practices.
- Plan, direct and coordinate the work of subordinates.
- Adapt engineering information, codes, statutes, and standards to the planning, review, design, surveying, and construction of capital improvement projects.
- Collect and analyze technical information and to develop logical solutions or alternatives to problems.
- Use a personal computer or computer-aided design equipment and to develop programs to complete a job function.
- Prepare, interpret and utilize plans, maps, special provisions, specifications and reports.
- Perform technical computations, to make estimates and tests, and to compile engineering data and reports.
- Establish and maintain effective working relationships with others.
- Inspect and supervise the work of others.
- Communicate effectively with others both orally and in writing.
- Work outdoors in all types of weather conditions.
- Bend, stoop, climb, work at heights, and walk on uneven terrain.
- Physically perform the essential job functions.
- Meet the travel requirements of the position.

**MINIMUM REQUIREMENTS TO APPLY:** Associates degree in civil engineering technology or closely related field and five years of progressively responsible experience, including one year as a supervisor or leadworker. Additional experience may be substituted for the required education. Satisfactory physical condition, as evidenced by a County-approved physical examination, may be required prior to appointment to the position.

**Special Note:** Position may require the incumbent of this classification to possess a Professional Land Surveyor (PLS) license in the State of Washington if assigned to the Planning and Public Works, Design and Survey Section.