City of Reno
www.reno.gov/government/departments/public-works

POSITION TITLE: Senior Engineering Technician I

POSITION LOCATION: Reno, NV

POSITION DESCRIPTION:
Under general supervision, the Senior Engineering Technician performs a variety of paraprofessional civil engineering work including design and drafting activities for assigned areas, prepares and reviews various construction plans, researches as-built plans, utility plans, and property ownership, conducts investigations of existing infrastructure, performs duties involved in traffic engineering, new development, and construction inspection activities, and provides assistance to professional level engineering staff. Duties include, but are not limited to:

- Perform a variety of difficult and complex para-professional civil engineering work supporting the investigation, design and inspection of public works related projects
- Assist in the design and preparation of engineering plans, maps, contracts, and specifications, in connection with the construction and maintenance of a variety of engineering capital projects; perform engineering calculations and prepare cost estimates for projects; prepare illustrative graphics such as exhibits, charts, illustrations, graphs, and location maps
- Provide information and assistance to contractors, developers, engineers, and the general public by telephone, at the service counter or in writing on engineering services and activities; respond to general inquiries and complaints; research maps and records; ensure issues are resolved in a timely and efficient manner. Perform drafting and mapping functions using manual and computerized methods; prepare and maintain technical records, correspondence, and reports
- Inspect asphalt pavement for type and quantity of pavement defects; enter and retrieve data into a computerized data base
- Perform field inspection duties on assigned projects; ensure work performed complies with project plans, specifications, standards, contracts, and City codes and ordinances; notify contractors and developers of needed changes for compliance; enter information into computerized program and prepare notices and letters as necessary
- Respond to public inquiries and requests for traffic improvements; conduct field investigations to determine validity of public requests; review applications for and issue encroachment and excavation permits
- Verifies locations of utilities, easements, and property lines on City engineering plans and maps
- Serve as a plan checker for grading, utility, and site plans involving engineering and traffic issues for all commercial and residential building permits; ensure compliance with applicable codes, ordinances and regulations
- Determine traffic impact fees for new developments; review permits taken in daily; enter data into the traffic impact fee program; prepare reports of traffic impact fees; balance all impact accounts to ensure proper fees are collected
- Install and remove flow meters; collect flow monitoring data
- Review Federal Emergency Management Act (FEMA) maps to determine if proposed structures are in a flood zone; notify developer of needed permits and certificates before construction begins. Create, prepare, and update maps, charts, graphs, and other visual aids for
presentations to the City Council; provide information and compile statistical reports for City Council; tabulate, coordinate, develop, and prepare quarterly and annual reports on assigned construction projects

- Perform various engineering design tasks including street geometrics and sewer and storm drain alignment and grade; prepare associated plans and specifications
- Review plans and specifications and inspect materials, methods, and workmanship on public works construction projects for conformance with City specifications and standards
- Perform technical review and processing of subdivision plans, plats, reports and documents; schedule recording of subdivision plans to accommodate owners, developers and engineers; collect associated processing fees
- Calculate construction quantities and cost estimates of capital improvement projects as necessary; perform related duties as required

PREFERRED QUALIFICATIONS:

- Completion of a high school diploma or the equivalent, supplemented by two years of college level course work in engineering, drafting, or a related field
- Two years of responsible technical experience
- Possession of an appropriate, valid driver’s license
- Knowledge of operations, services, and activities of a municipal engineering program
- Knowledge of principles and practices of civil engineering
- Methods and techniques of construction inspection
- Materials, methods, techniques, and theories of modern construction
- Mathematical principles as applied to civil engineering work
- Operations of a variety of drafting tools and instruments
- Standards and practices used in creating engineering designs
- Applicable laws and regulatory codes related to the development and construction of private and public projects
- Research techniques
- Customer relations methods and techniques
- Principles and procedures of record keeping and filing
- Principles of business letter writing and basic report preparation
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, and specialized applications related to assigned area
- Pertinent federal, state and local laws, codes, and regulations
- Perform a variety of complex paraprofessional office and field engineering work
- Assist with the preparation of engineering designs, plans, and specifications
- Prepare a variety of drawings, sketches, maps, graphs, and related technical documents
- Perform a variety of data gathering and compilation of engineering studies
- Make accurate engineering computations and drawings
- Operate a variety of engineering equipment in a safe and effective manner
- Understand and interpret engineering plans and specifications
- Analyze and compile technical and statistical information and prepare reports
- Perform routine civil engineering drafting work
- Prepare and maintain accurate engineering records
- Read, interpret, and understand engineering plans
• Respond to difficult and sensitive requests and inquiries from the general public
• Operate office equipment including computers and supporting software applications
• Adapt to changing technologies and learn functionality of new systems and applications
• Prepare clear and concise reports
• Maintain files and records
• Work independently in the absence of supervision
• Understand and follow oral and written instructions
• Work in a team based environment to achieve common goals
• Coordinate multiple projects and complex tasks simultaneously
• Meet the physical requirements to safely and effectively perform the assigned duties
• Communicate clearly and concisely, both orally and in writing
• Establish and maintain effective working relationships with those contacted in the course of work

HOW TO APPLY:
Interested applicants should submit a completed application and supplemental questionnaire online at www.reno.gov/jobs.