



## Council Committee Memorandum

**TO:** General Affairs Committee  
**THROUGH:** Tim Murray, City Administrator  
**FROM:** Mark DuChene, City Engineer  
**MEETING DATE:** April 7, 2020  
**SUBJECT:** Reorganization of Water Quality Specialist Job  
 Duties and Review of Engineering Technician III  
 Job Description and

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### Discussion:

With the recent resignation of the City's Water Quality Specialist (WQS), City Staff has been reviewing the WQS job description and job duties to see if there is a better organizational structure to deliver the WQS job duties.

This is the second time in less than 18 months that the WQS position has been open and the last recruitment effort took two postings with limited qualified applicants. The WQS position has two main job duties related to the City's stormwater management system; 1 – regular inspection of active construction sites around the city and 2 – maintaining permit compliance with the City's Municipal Separate Storm Sewer System (MS4) permit. With the reorganization in 2018, moving the WQS under the City Engineer, much of item 2 above has been done the by the City Engineer, and for the prolonged times the City was without a WQS in 2018, the engineering technicians covered item 1.

With all that said, City Staff's recommendation at this time is to not replace the WQS position and instead amend the Engineering Technician III job description to include the responsibilities for completing permit required storm water inspections and then hiring a third engineering technician (there are currently 2 engineering technicians and one engineering supervisor). The Engineering Technician III position and the WQS position are the same classification under the City's Classification and Compensation plan. The only difference is the Engineering Technicians are covered by a collective bargaining agreement and the WQS is a non-union position.

This makes sense from an operations standpoint as all of our engineering technicians are already certified in these inspections and are also already

out and above on various job sites throughout town during the construction season. The MS4 permit related duties were already being largely managed and completed by the City Engineer with the help of outside consultants when specialists were required.

Another added benefit to the proposed reorganization is that the additional engineering technician will allow the City's Engineering Department to complete more work in-house saving on the need to use outside engineering consultants as much.

Staff is looking for committee approval of the revised Engineering Tech III job description and consensus to move forward with the reorganization of the WQS job duties.

**Attachments:**

- Revised Engineering Technician III Job Description



## POSITION DESCRIPTION

<b>Position Title:</b>	Engineering Technician III
<b>Department:</b>	Engineering
<b>Reports To:</b>	Engineering Supervisor
<b>Union:</b>	I.U.O.E. Local 70
<b>Date:</b>	April 2020

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### PRIMARY OBJECTIVE OF POSITION

Performs and assists in the directing of engineering work in the areas of surveying, drafting, plan and specification preparation, materials testing, construction inspection, and record processing activities of the Engineering Department.

Works under the general supervision of the Engineering Supervisor, with technical direction from the Director of Engineering (City Engineer). Exercises general and technical supervision over Engineering Technicians II and I, along with seasonal field/office crews.

### ESSENTIAL FUNCTIONS OF THE POSITION

#### Survey Crew Chief

- Direct and supervise survey crew in the performance of preliminary surveys, construction staking, pay quantity measurements, and as-built surveys.
- Able to operate/maintain all survey instruments and equipment.
- Capable of solving field construction problems.
- Keep field notes and diaries consistent with City and MnDOT standards.
- Perform assigned work accurately and efficiently.

#### Lead Draftsperson

- Design and draft construction plans for municipal improvement projects.
- Prepare quantity and cost estimates for projects.
- Prepare monthly pay estimates for construction contracts.
- Responsible for all map updating and preparation of as-built plans.

#### Materials Testing and Construction Inspection

- Perform or direct various material testing procedures in accordance with City and MnDOT standards.

- Perform or direct construction inspection activities as needed for grading, sanitary sewers, water mains, storm sewers, concrete or bituminous operations and related projects to ensure that work is in compliance with City, State, and Federal regulations, laws, ordinances, policies and specifications.
- Inspects construction activities including grading, storm water ponds and sewers, erosion control measures, and related construction projects to ensure that work is in compliance with applicable city, state, and federal storm water regulations, laws, ordinances, policies and specifications.
- Prepare documentation and reporting for all Municipal State Aid and Federal Aid projects.

#### Department Administrative Functions

- Perform or direct administrative activities including information requests, release/distribution of information, create and maintain logs/records, and conduct inventories.
- Provide timely response to requests from public, other agencies, or other City department personnel.
- Create and update engineering project and contract files, records, and other databases as needed.
- Operate and maintain various office equipment.
- Responsible for maintenance and care of Department vehicles.

Perform other duties as assigned or apparent.

#### **MINIMUM QUALIFICATIONS**

##### Education and Experience:

- Completion of a two-year program in Civil Engineering Technology, or a closely related field, and 10 years of related experience.
- A combination of relevant experience and education judged to be equivalent by the employer.

##### Desirable Knowledge, Skills, and Abilities

- Demonstrated ability to perform standard paraprofessional engineering tasks in the field and office environments.
- Ability to prepare, organize and maintain engineering field and office data, reports and systems; ability to effectively communicate complex technical information, orally and in writing.
- Proven ability to establish and maintain priorities.

##### Required Licenses, Certifications, and Registrations

- Possession of valid State driver's license or ability to obtain one prior to employment.

- MnDOT Certified Construction Technician card with Erosion/Sediment Control – Site Management; and Level II competencies in Bituminous Street, Concrete Field, and Grading & Base must be obtained within two years of hire.

### **TOOLS AND EQUIPMENT USED**

Surveying instruments and measurement devices; construction testing equipment; personal computer including word processing, spreadsheet, data base and computer aided design software; standard drafting tools; pipe locator; engineering calculator; motor vehicle; phone; mobile radio.

### **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 position. The employee occasionally works near heavy equipment and moving mechanical parts and may be exposed to heat and cold temperatures, wet conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, loud noise, and vibration. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk; hear; read; use hands to finger, handle, feel, or operate tools or controls; and reach with hands and arms. Hand-eye coordination is necessary to operator computers and various pieces of office equipment.
- The employee is required to walk, traverse stairs, and move about various types of environmental and geographic settings. Must be able to drive a car for local as well as long distance travel.
- Lifting, pushing/pulling, or carrying objects up to sixty (60) pounds is sometimes required.
- Repetitive movements of the hands are sometimes required. Audio, visual, and verbal functions are essential functions to performing this position, including the ability to regularly communicate and make presentations to the public.

### **WORK ENVIRONMENT**

The majority of work is performed within an office setting, however, some outdoor work is required such as at construction sites, infrastructure maintenance activities, or other operational sites.

The noise level in the environment is usually quiet in the office, and moderate in the field.

**OTHER**

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