

SENIOR ENGINEERING TECHNICIAN

NATURE OF WORK

This is advanced and highly technical work in connection with the Engineering Services Division of the Transportation Department.

Work responsibilities may include one or more of the following: supervision of a survey field party; construction management of complex projects; construction materials testing and inspection; implementing and enforcing the provisions of the Lincoln Municipal Code and design standards and standard specifications; collection, computation and analysis of large volumes of data; development and maintenance of various databases; drafting/designing public infrastructure projects. Supervision may be exercised over subordinates engaged in any of the above areas of responsibility. Limited supervision is received from a technical or administrative superior in the form of general guidance and review of records, reports and final outcome.

EXAMPLES OF WORK PERFORMED

Prepares and reviews plans, special provisions, cost estimates and meets with other divisions, organizations or agencies during various stages of designs.

Supervises subordinate staff and provides direction pertaining to questions of policies, standards and procedures.

Oversees technical work of design, inspection, review and train personnel; drafts Public Utilities, designs Public Utilities, acts as Project Manager.

Maintains a system of testing records and reports; oversees testing lab operation with regard to equipment, procedures and supply inventory.

Prepares necessary pay estimates, contract modifications and change orders including negotiating prices with contractor; oversees consultant construction phase activities and be available for consultation or questions that arise.

Assist in the coordination and prepare departmental reviews and recommendations regarding proposed public and private development.

Schedules projects to meet completion date; sets and keeps deadlines; discusses the impacts of design and/or construction with the customer.

Prepares and maintains contract documents, identifies right-of-way acquisition, conducts meetings, processes payments and project close out.

Compiles information related to fees and bonds related to development and contracting including receiving, reviewing, tracking and releasing bonds.

Conducts reviews of various building and developer plans including plans associated with street and right-of-way permit applications to ensure compliance with the Lincoln Municipal Code, the Lincoln Standard Specifications and the City of Lincoln Design Standards.

Provides graphic support, develops and recommends new, as well as maintains existing database management systems.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of City, County, State or Federal transportation planning processes.

Considerable knowledge of engineering/planning software and applications.

Considerable knowledge of spreadsheet, word processing, database and e-mail software.

Ability to understand and follow complex oral and written instructions.

Ability to prepare a variety of technical memorandums and reports.

Ability to work independently on a variety of assigned projects with only periodic and general supervision and instructions.

Ability to understand and follow complex oral and written instructions.

Ability to establish and maintain effective working relationships with other government agencies, citizen committees, the media, public officials, other City departments, co-workers and the general public.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Associates degree in construction management, computer science, drafting or other related engineering field (civil or surveying), the electrical or electronic field; and five years of experience of a technical nature; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid driver's license when operating a vehicle may be necessary to the satisfactory performance of assigned duties for some positions within this classification.

*Depending upon area of assignment, additional special requirements may be identified on the employee position description.