City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Engineering Technician I, II, III</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>EGTE, EGT2, EGT3</td>
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<tr>
<td>Classification:</td>
<td>AFSCME</td>
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<td>Pay Grade:</td>
<td>AU04, AU05, AU06</td>
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<tr>
<td>Date Revised:</td>
<td>6.17.2022</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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**General Summary:** Under the direction of Construction Inspection Supervisor, performs general Civil Engineering inspection work involving public infrastructure construction and improvement projects to assure conformity with regulations and City standards.

**Essential Duties and Responsibilities:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

**LEVEL I**

- Monitors and inspects construction projects under supervision of a senior inspector or project manager to insure compliance with codes, ordinance, plans, and specifications.
- Conducts and documents storm water pollution prevention plan inspections in accordance with applicable regulations.
- Inspects safety aspects of jobs in progress, to include barricades and traffic control; encourages contractors to observe applicable safety rules and regulations.
- Maintains log of inspections performed; prepares periodic and special reports as required.
- Prepares progress payment documents for public works projects; retains plans and specifications until project completion.
- Checks plans, pay requests, and construction and “as-built” documents for completeness and accuracy.
- Confers with contractors, engineering and inspection staff, consultants, and others to resolve issues that arise in the field; interprets and enforces regulations, ordinances and policies; attends weekly and ad-hoc project site meetings with the contractors, client and consultant staff, franchise utility companies, and others associated with the project construction as required.
- May perform routine field testing of construction materials.

**LEVEL II:** In Addition to Level I responsibilities

- Inspects and observes more complex project types including: Development projects, Public Infrastructure and Capital Improvement projects, Commercial Building service line utility installations.
• Effectively reads and writes reports, presents information, and responds to questions from staff, clients, customers, and the public.
• Performs on-site inspections for capital improvement projects; using a variety of engineering and survey tools and equipment, along with other Public Works division plans, systems and equipment, as needed.
• Signs-off on project completions; oversees and coordinates construction closeout activities; verifies and authorizes contractor payments as necessary.

**LEVEL III:** In Addition to Level I and II responsibilities

• Performs inspections and observes complex system projects including: urban system/DOT projects, complete system reconstruction with interagency coordination.
• Applies practical problem-solving and deals with multiple variables in situations where only limited standardization exists, as well as the interpreting complex instructions furnished in written, oral, diagram, and/or schedule form.
• Reviews plans, maps, specifications, soils reports, materials testing laboratory reports, contracts and other documents to ensure conformance with federal, state, county and industry codes, standards and regulations; notes changes required and follows up as necessary.
• Takes ownership for non-inspection related duties to support the team; seeks out training and education opportunities to increase communication, leadership, and customer service skills; assists in providing training and technical assistance to new and less experienced inspection personnel.
• May assume the responsibilities of the Construction Inspection Supervisor in their absence or inspector-in-charge of a construction project, including review the work of consulting inspectors.

**Qualifications:**

**Education and/or Experience:**

**LEVEL I:** High school diploma or general education degree (GED) and three years related experience in construction observation or Civil Engineering tasks.

**LEVEL II:** Three years of Level I experience or equivalent and knowledge of technical procedure for the installation and inspection of facilities such as streets, curbs, gutters, sidewalks, driveways, catch basins, storm and sanitary sewers, street lights, traffic signals and controls, irrigation systems, rough and fine grading and related public works, parks and recreation and local agency projects.

**LEVEL III:** Four years of Level II experience or equivalent.

**Certificates, Licenses, Registrations:**

**All Levels:** Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire.

**Level II:** Ability to obtain or have current Erosion and Sediment Control Inspection, American Concrete Institute (ACI) Testing Certified, Troxler Nuclear Densometer Certification, MUTCD Traffic Control Technician, Earthworks, Asphalt Inspection/Roadway Certifications.

**Level III:** Ability to obtain or have current MUTCD Traffic Control Supervisor, OSHA 8hr certifications.
**Working Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing this work, incumbent will be exposed to a variety of outdoor conditions while on job sites. The employee is frequently exposed to moving mechanical parts; fumes or airborne particles and outside weather conditions. The employee is occasionally exposed to high, precarious places and risk of radiation. The noise level in the work environment is usually moderate. Incumbent may be required to work some evening, night, or weekend hours to meet needs of the project.

**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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.