



JOB DESCRIPTION QUESTIONNAIRE (JDQ)

SECTION 1 - DEMOGRAPHIC INFORMATION

Class Title	Engineering Technician	Department	Engineering	Division	NA
Classification per 2.76 RMC	☐ Executive (City Officer or Department Head) ☐ Managerial Service ☐ Deputy/Assistant Service ☐ Supervisory ☐ Professional ☐ Confidential ☒ General Employee			Work Location	☒ City Hall ☐ Fire ☐ Health ☐ Library ☐ PW ☐ Police
Full-Time / Part-Time	☒ Full-time ☐ Part-time, Hours per week ____		Supervisor Title	Assistant City Engineer	
HR Only	Working Title	Salary Grade -		FLSA Code:	☐ Exempt ☐ Non-exempt

Position Summary – Summarize the purpose and primary responsibilities for this position. (Job Announcement Wording)

Responsible for performing tasks involving the application of some professional engineering skills and knowledge to engineering projects in the field and office, however, major emphasis is on the performance of engineering work of a sub professional nature. The employee prepares CAD plans and drawings for a number of municipal design projects including the Capital Improvement Program. This employee serves as an assistant or substitute for the survey crew chief on reconnaissance, preliminary and location surveys and inspects construction projects for compliance with plans, specifications, safety and accepted engineering practices, and performs simple design and drafting from notes and sketches. The employee is expected to proceed on his/her own following prescribed procedures and practices. Difficult assignments or those calling for considerable application of engineering skills are outlined in detail and may be performed under close supervision of an engineer or professional engineer. Employees in this class may supervise the work of engineering technicians with less experience. The Engineering Department is responsible for maintaining and constructing City streets, sewers, water main, drainage facilities, structures and other City infrastructure.

SECTION 2 - DESCRIPTION OF EXPECTED WORK HOURS/CORE FUNCTIONS, ESSENTIAL DUTIES & RESPONSIBILITIES

The core functions/essential duties/responsibilities of the job, which are the most important aspects of the job. This section is focused on WHAT is done rather than HOW it is done. Wording that provides a clear for someone not familiar with the work is used. Terminology or acronyms that are not widely known are avoided. The list includes the duties that are most important at the top, and the estimated percentage of the total annual time that each item takes. (FYI - 10% equates to roughly 200 hours of a work year.) Duties and responsibilities that account for as close to 100% of work time as possible are listed. Catch-all categories may be included but are not evaluated as part of the classification for the position (e.g. misc. duties, other duties as assigned, etc.), those sections will likely NOT be evaluated. **Frequency Codes:** Daily [D] / Weekly [W] / Bi-Weekly [B] / Monthly [M] / Quarterly [Q] / Annually [A] / As Needed [N]

Expected Work Hours/Core Functions/Essential Duties and Responsibilities of the Position		Frequency	% of Annual Total Time
Expected Work Hours	☒ Normal Business Hours (M-F, 7 am- 3:30 pm); but may work alternative schedules as required ☐ Full-time salaried position ¹ ☒ Emergency call outs, before and after standard scheduled hours of work including weekends and holidays ☐ Watch Duty ☐ Other, describe: Regular attendance is an essential function of this job to ensure continuity of service delivery.		
Inspects construction projects for compliance with plans, specifications, safety and accepted engineering practices		D	30
Measures and samples test materials from street paving and underground utility projects		D	4
Determines quality of trenching, shoring, backfilling and compaction as well as quantity and quality of concrete, asphalt and other materials		D	5
Inspects forms for alignment and grade; inspects pipelaying for alignment of joints, grades and backfill		D	10

¹ with expectations for coverage during core business hours and flexibility required as necessary to accommodate business needs. Accessible by cell phone and/or to report to the worksite outside of regular office hours, including but not limited to, nights, weekends, holidays, etc.

[illegible]

SECTION 3 - COMPETENCIES, KNOWLEDGE, SKILLS AND ABILITIES

If checked the following are applicable to the position: ☒ maintains the ability to competently and credibly testify in court; ☒ maintains ability to lawfully operate designated motor vehicles at all times when driving duties are performed; ☒ maintains the ability to travel throughout and enter all different properties in the jurisdiction

Job Specific

List the desired knowledge, skills, and abilities needed to be successful in performing the position (e.g., knowledge of local government organization and administration; skill in listening, critical thinking, problem analysis and problem-solving; ability to quickly adapt and learn specialized software systems and databases)

Good knowledge of survey techniques, procedures; care, adjustment and operation of engineering surveying instruments

Ability to read and apply plans and specifications

Good knowledge of the principles, practices, materials and procedures used in public works construction, particularly as these relate to street paving and underground utilities

Ability to prepare clear, concise reports and summarize field activities

Good knowledge and skill in the use of CAD techniques and standards governing public works improvements

Knowledge of state and local construction regulations

Ability to exercise sound judgment and make sound decisions

Ability to understand and effectively carry out verbal and written instructions

Ability to multi-task in a fast-paced environment

Knowledge of computer applications and mobile devices such as an iPad

Ability to establish and maintain effective working relationships with a diverse population of people with varied academic, cultural, and socio-economic backgrounds using tact, diplomacy and courtesy, including, but not limited to, supervisors, coworkers and the public

SECTION 4 - JUDGMENTS / DECISION-MAKING

Five of the most typical judgments/decisions made in performing the job as well as the solutions to these problems, and the resource, input or guidance others provide in arriving at the decision. Who reviews, if anyone.

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
Contractor not following City, State specifications	Discuss with contractor, and/or supervisor	Engineering Staff City Specifications State Specifications	Principal Engineer/Assistant City Engineer
Utility not on site and delaying project	Call utility contact. Discuss with contractor and supervisor	Engineering Staff	Principal Engineer/Assistant City Engineer
Angry resident/property owner	Listen to concerns, understand the issue, decide as to how to resolve the issue. Involve supervisor if needed.	Engineering Staff	Principal Engineer/Assistant City Engineer
Infrastructure not aligning as designed	Check grades on plan, grades staked in field, grades of existing infrastructure	Engineering Staff Contractor	Principal Engineer/Assistant City Engineer
Inclement weather	Proper clothing. Taking breaks in heated/cooled area.	Engineering Staff City Safety Coordinator	NA

SECTION 5 - WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS Typical work relationships with persons inside or outside of the City of West Allis.

[illegible]

SECTION 6 - EDUCATION, EXPERIENCE, CERTIFICATION, LICENSURE, TRAINING REQUIRED²

Education	☐ Less than High School ☒ High School/GED ☐ One Year Certificate ☒ Associate's Degree ☐ Bachelor's Degree ☐ Master's Degree ☐ Professional Degree (Engineering, Law, Library, Medicine Nursing, etc.) Field of Study: Additional Information (e.g. specific coursework, etc.):			
Experience	☐ No Experience ☐ < 2 yr. ☐ 2 to 3 yrs. ☒ 4 to 5 yrs. ☒ 6 to 7 yrs. ☒ 8 to 9 yrs. ☒ 10 to 11 yrs. ☐ ≥ 12 yrs. Describe Specifics regarding required experience (e.g. 5 total years of customer service experience, 2 of which were in a supervisory capacity): 5-10 years of recent engineering technician work experience including engineering field work and engineering office work experience for a municipality, public works organization or equivalent. Ability to utilize software in accordance with the needs of the department. Demonstrated proficiency in Microstation/AutoCAD, Microsoft Office Suite programs - including Microsoft Outlook (mail, calendar, tasks), Word (templates, forms, mail merge, reviewing) and Excel; and Adobe Acrobat. Advanced skills in math and English writing/grammar skills. Experience working with groups of people from diverse backgrounds.			
Required Certification/Licensure/Training ³		How Attained/Provided	Required Upon Hire?	May Obtain After Hire?
Civil Engineering/Civil Engineering Technology Training		College or University	No	Yes

² Equivalencies are used where deemed appropriate with regard to education and experience requirements. Combinations of education and experience which are likely to lead to success with essential duties and responsibilities are considered. Generally 2 years of relevant experience may be substituted for each year of education. This does not apply to required professional degrees, licensures, or certifications (e.g., juris doctorate, public health nurse, etc.). If Equivalency was indicated for Educational requirements, it should be taken into consideration when determining work experience requirements.

3 including but not limited to: valid WI Driver's License, valid WI Commercial Driver's License [CDL], confined space training, blood borne pathogen training, etc.

Wisconsin Driver's License	State Test	Yes	No
National Incident Management System's (NIMS) ICS-100 and 700	Online Training	No	Within 6 months of appointment
Describe any current practices as it relates to licensure or certification (e.g. extra pay for certification, employer payment for obtaining or renewing, etc.): The City of West Allis will pay for certifications directly related to job duties.			
List preferred Education, Experience, Certification, Licensure or Training – Associate's degree in Civil Engineering Technology, or equivalent combination of recent training and relevant paid work experience that would provide the appropriate background to perform the duties enumerated above.			
Experience on a survey crew, as inspector on heavy construction projects such as pavements and underground utilities, or as draftsman responsible for the preparation of designs, detailed drawings, studies or preliminary plans.			

SECTION 7 - SUPERVISION / MANAGEMENT

A. Supervision Received by this position upon successful completion of a training period:

- ☐ **Close Supervision:** Assigned duties according to specified procedures and receives detailed instructions. Work is checked frequently.
- ☐ **Supervision:** Performs a variety of routine work within established policies and procedures, and receives detailed instructions on new projects and assignments.
- ☒ **General Supervision:** Normally receives little instruction on day-to-day work and receives general instructions on new assignments.
- ☐ **Direction:** Establishes methods and procedures for attaining specific goals and objectives, and receives guidance in terms of broad goals. Only the final results of work are typically reviewed.
- ☐ **General Direction:** Exercises wide latitude in determining objectives and approaches to critical assignments.

B. Type of Responsibility/Area of Action performed by this position:

	Yes	No	Provides Input
Screen / Interview Applicants			X
Hire / Promote Employees			X
Provide Written/Verbal Warnings		X	
Suspend Employees		X	
Terminate Employees		X	
Prepare Work Schedules For Others		X	
Project Management			X
Provide Work Direction For Others		X	
Evaluate Performance Of Others		X	
Counsel Employees			X
Train Employees (As Part Of The Normal Duties Of The Job)	X		
Approve Overtime		X	
Approve Time Off Request For Others		X	
Develop / Implement Policies			X
Direct supervision⁴ of any employees. Number of FTEs and job titles of those employees listed below:			
Job Title	# of FTEs		
N/A			

SECTION 8 - PHYSICAL DEMANDS⁵ AND REQUIREMENTS /WORK ENVIRONMENT/TOOLS

N=Never (0 minutes per day) **S**=Seldom (1 to 5% of time, 1-25 Minutes a Day) **O**=Occasional (5 to 33% of time, 26 minutes to 2.5 hours per day)
F=Frequent (34 to 66% of time, 2.6 – 5.25 hours per day) **C**=Constant (67 to 100% of time, 5.26 and above hours per day)

Possess the physical capacity to perform the duties of the position including, but not limited to –	Never	Seldom	Occasional	Frequent	Constant
Carry/Lift/Lower/Push/Pull Objects or Materials of 10 - 50 Pounds				X	
Carry/Lift/Push/Pull Objects or Materials of > 50 Pounds; Handle Odd Objects			X		
Alternate Sit/Stand or Walk at Will - The ability to alternate between sitting and standing is present when a worker has the flexibility to choose between sitting or standing as needed when this need cannot be accommodated by scheduled breaks and/or lunch period.					X

⁴ Section 111.70 (1)(o) Wis. Stats. defines a **supervisor** as: "...any individual who has authority, in the interest of the municipal employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees, or to adjust their grievances or effectively to recommend such action, if in connection with the foregoing the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment."

⁵ <https://www.bls.gov/ncs/ors/physical.htm>

Climbing Ramps/Stairs - Ascending or descending ramps and/or stairs using feet and legs. Hands and arms may be used for balance (e.g., to hold a railing).				X	
Climbing Ladders/Ropes/Scaffolding - Ascending or descending ladders, scaffolding, ropes, poles and the like using feet/legs and/or hands/arms.			X		
Communicating Verbally - Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.					X
Crawling - Moving about on hands and knees or hands and feet.			X		
Crouching - Bending body downward and forward by bending legs and spine.				X	
Far Visual Acuity - Clarity of vision at 20 feet or more. This is not just the ability to see a person or object, but the ability to recognize features as well.					X
Fine Manipulation - Picking, pinching, or otherwise working primarily with fingers rather than the whole hand or arm as in gross manipulation.					X
Foot/Leg Controls - Use of one or both feet or legs to move controls on machinery or equipment. Controls include, but are not limited to, pedals, buttons, levers, and cranks.			X		
Gross Manipulation - seizing, holding, grasping, turning, or otherwise working with hand(s). Note: Fingers are involved only to the extent that they are an extension of the hand.					X
Hearing Requirements					
The ability to hear, understand, and distinguish speech and/or other sounds (e.g., machinery alarms, medical codes/alarms). A yes or no answer is captured for each of the five hearing requirements listed:					
One-on-one (in person)					X
Group or conference (in person)					X
Telephone					X
Other sounds					X
Passing of hearing test required					X
Keyboarding - Entering text or data into a computer or other machine by means of a keyboard. Devices include traditional keyboard, tablet, 10 key pad, touch screen, smart phone, etc.				X	
Kneeling - Bending legs at knees to come to rest on knee(s)				X	
Lifting/Carrying - Lifting is to raise or lower an object from one level to another (includes upward pulling). Carrying is to transport an object – usually by holding it in the hands or arms, but may occur on the shoulder.				X	
Near Visual Acuity - Clarity of vision at approximately 20 inches or less (i.e., working with small objects or reading small print), including use of computers					X
Peripheral Vision - Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point.					X
Pushing/Pulling - Pushing/pulling may involve use of hands/arms, feet/legs, and/or feet only done with one side of the body or both sides. Pushing - Exerting force upon an object so that the object moves away from the force; Pulling - Exerting force upon an object so that the object moves toward the force				X	
Reaching At/Below Shoulder Level - Extending hand and arms from 0 up to 150 degrees in a vertical arc. Reaching requires the straightening and extension of the arm and elbow and the engagement of the shoulder. The elbow does not need to be locked at any time and the arm does not need to remain in a continuously straight position.				X	
Reaching Overhead - Extending hands and arms in a 150 to 180 degrees vertical arc. Reaching requires the straightening and extension of the arm and elbow and the engagement of the shoulder. The elbow does not need to be locked at any time and the arm does not need to remain in a continuously straight position.				X	
Sitting - Remaining in a seated position.				X	
Standing/Walking - Standing is to remain on one's feet in an upright position at a workstation without moving about. Walking is to move about on foot.				X	
Stooping - Bending the body downward and forward by bending the spine at the waist - requiring full use of the lower extremities and back muscles.				X	
Possess the capacity to effectively and efficiently work with/in the following conditions -	Never	Seldom	Occasional	Frequent	Constant
Indoor/Office Work Environment				X	
Outdoor Work Environment Extreme Hot/Cold Temperatures (>90 degrees / <40 degrees)				X	
Insects			X		
Rodents		X			
Exposure to Various Lighting Conditions (High, Low, LED, etc.)				X	
Noise >85dB (e.g. mower, heavy traffic, milling machine, etc.)				X	
Outdoor Weather Conditions (Dry/Wet/Slippery)				X	
Hazardous Fumes or Odors / Toxic Chemicals		X			
Confined Spaces (as identified by OSHA)	X				
Close Proximity to Moving Machinery / Equipment				X	

Bodily Fluids / Communicable Diseases		X				
Working Alongside Moving Traffic on Roads				X		
Electrical Hazards		X				
Vibrations				X		
Dust				X		
Interact with persons of various social, cultural, economic, personal hygiene standards, mental capacities, and educational backgrounds.					X	
Other:						
Tools Used (add as needed)	Level of Proficiency⁶ if applicable	Never	Seldom	Occasional	Frequent	Constant
Office Equipment: Desktop Computer, Copier, Phone, Fax, Scanner, etc.	☐ Basic ☐ Intermediate ☐ Advanced ☒ Expert				X	
Field Technology: Ipad/Laptop/Smartphone	☐ Basic ☐ Intermediate ☐ Advanced ☒ Expert				X	
Microsoft Outlook	☐ Basic ☐ Intermediate ☒ Advanced ☐ Expert				X	
Microsoft Word	☐ Basic ☐ Intermediate ☒ Advanced ☐ Expert				X	
Microsoft Excel	☒ Basic ☐ Intermediate ☐ Advanced ☐ Expert				X	
Microsoft Access	☒ Basic ☐ Intermediate ☐ Advanced ☐ Expert		X			
Microsoft PowerPoint	☒ Basic ☐ Intermediate ☐ Advanced ☐ Expert		X			
Adobe Acrobat Professional	☐ Basic ☒ Intermediate ☐ Advanced ☐ Expert			X		
Legistar/Granicus	☒ Basic ☐ Intermediate ☐ Advanced ☐ Expert		X			
BP Logix	☒ Basic ☐ Intermediate ☐ Advanced ☐ Expert	X				
Novatime	☐ Basic ☒ Intermediate ☐ Advanced ☐ Expert				X	
HTE/Sungard	☒ Basic ☐ Intermediate ☐ Advanced ☐ Expert	X				
Assetworks	☒ Basic ☐ Intermediate ☐ Advanced ☐ Expert	X				
General Code	☐ Basic ☒ Intermediate ☐ Advanced ☐ Expert		X			
GIS	☐ Basic ☒ Intermediate ☐ Advanced ☒ Expert				X	
GPS software and reporting	☐ Basic ☒ Intermediate ☒ Advanced ☐ Expert			X		
Civic Ready	☒ Basic ☐ Intermediate ☐ Advanced ☐ Expert	X				
Docuware (Document Management System)	☐ Basic ☒ Intermediate ☐ Advanced ☐ Expert			X		
Neogov (Insight, Perform)	☐ Basic ☒ Intermediate ☐ Advanced ☐ Expert			X		
CivicPlus (Internet, Intranet CMS)	☐ Basic ☒ Intermediate ☐ Advanced ☐ Expert		X			
Internet	☐ Basic ☐ Intermediate ☒ Advanced ☐ Expert				X	
Personal Vehicle	Maintain Wisconsin Driver's License.	☒ Yes ☐ No				
City Vehicle	Maintain Wisconsin Driver's License.	☒ Yes ☐ No				
Microstation/CAD	☐ Basic ☐ Intermediate ☐ Advanced ☒ Expert				X	
	☐ Basic ☐ Intermediate ☐ Advanced ☐ Expert					

⁶ Basic – Fundamental knowledge of common usage; Intermediate – able to perform independently with occasional guidance a majority of tasks related to position, utilizes tools in the most efficient and effective manner on a regular basis; Advanced – able to perform independently all tasks related to position, constantly utilizes tools in the most efficient and effective manner, able to implement and make suggestions on how the tools could improve processes and productivity; Expert – Recognized Authority, Go to person, able to teach others

Section 9 - Additional Comments

Any additional information:

The City of West Allis is an Equal Opportunity/Affirmative Action Employer and does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities. Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City. It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.

This JDQ has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. I understand that the City retains and reserves any or all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its judgment, to be proper.

EMPLOYEE: _____ DATE: _____

SUPERVISOR: _____ DATE: _____

DEPT. HEAD: _____ DATE: _____

HR REP: _____ DATE: _____