



HUMAN RESOURCES DEPARTMENT

### POSITION DESCRIPTION

<b>TITLE:</b>	Right-of-Way Construction Technician	<b>LAST UPDATED:</b>	12/09/2014
<b>DEPARTMENT:</b>	Public Works	<b>JOB CLASS:</b>	
<b>REPORTS TO:</b>	Senior Engineer	<b>FLSA DESIGNATION:</b>	Non-exempt

**Summary:** Under the general supervision of the Senior Engineer in the Right-of-Way (ROW) division at Public Works, the Construction Technician performs a variety of tasks in support of the Public Works Department. The Construction Technician performs plan reviews, attends plan review meetings, couriers' plans to and from Public Works, files construction plans and provides responsible and complex office and field technical support to the Public Works Department. This position also periodically performs public work's inspections on public improvements for private development and capital projects on an as-needed basis. This position will periodically work with the Public Works senior staff on special contracted work.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.*

**Essential Job Functions:**

- Attends all plan review meetings required of the Public Works Department.
- Manages construction contracts for public works construction projects.
- Periodically attends final acceptance inspections
- Reviews plans for compliance with applicable standards and specifications.
- Attends meetings with building and construction professionals to address matters relating to inspections; provide technical guidance and interpretation; ensure compliance with city and industry standards, procedures and regulations.
- Initiates/and or accepts minor deviations from standards and/or construction documents.
- Observes work during progress and upon completion for conformance to plans and specifications; ensures compliance with building and construction standards, codes, ordinances and regulations;
- Assists senior staff and/or represents the City for public works construction projects.
- Manages/updates approved materials list in design standards based on staff recommendations.
- Manages/updates design standards based on public works maintenance needs and staff recommendations.
- Works with the Senior Engineer in the ROW division on budget items. Will need to have Munis experience within six months of working at this position.
- Works with engineers and inspectors with recording and tracking field changes.
- Assists with the coordination of final acceptance of public improvements.
- Attends and participates in a variety of meetings.
- Provides permit approval information to developers, contractors, engineers, and City departments.
- Maintains, updates, and retrieves information from project database (Will need to learn Trakit data input within six months of hire).
- Responds to requests for assistance and information from walk-in and telephone inquiries.

**Other Important Duties:**

- Travels to construction sites, meetings, conferences and training.
- Regular and consistent attendance for the assigned work hours is essential.
- Performs other related duties as assigned.

**Required Knowledge and Skills:**

- Knowledge of water and sewer installation and procedures for repair.
- Knowledge of construction materials and supply specifications and standards.
- Knowledge of civil construction methods, practices and procedures.
- Proficiency in the use of computers and related equipment, hardware and software.
- Skill in inspecting, reviewing, evaluating, and modifying, construction plans.
- Skill in analyzing technical reports for compliance with material specifications.
- Skill in enforcing applicable Federal, State and City construction codes and ordinances.
- Skill in mediating differences among contractors, developers, and inspectors.
- Skill in effective oral and written communications.
- Skill in reviewing construction test results and preparing written reports.
- Skill in tracking and coordinating construction project status and inspections.

**Preferred Education, Experience, and Certifications:**

- High School diploma or G.E.D., **and** three (3) years utility and/or concrete pavement construction or design experience; and three years construction inspection experience **or** equivalent combination of education and experience.
- TEEEX training in Work Zone Safety within 12 months. Must have Class C Water Distribution License. Needs 1 year of sewer or water design review or installation repair experience.
- Must pass a pre-employment drug screen, criminal background check, MVR check and physical agility exam.
- Must possess valid State of Texas Drivers License.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in office and occasionally construction site environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to walking over rough terrain, bending, reaching, kneeling or climbing ladders into trenches or up on roofs when inspecting construction and land development sites.
- May be subject to exposure to extreme weather conditions, hazardous materials and chemicals, heavy construction equipment, confined spaces, heights, air and water borne pathogens.
- Must be able to lift up to 50 pounds.

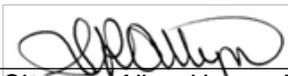
**Equipment and Tools Utilized:**

- Equipment utilized includes personal computer, copier, calculator, fax machine, other standard office equipment, video tape players, probes, manhole key, measuring instruments, hand excavation tools and department vehicles.

*Approved By:*

Dan Franke, Senior ROW Engineer  
 Dan Franke, Senior Right-of-Way Engineer

12/19/2014  
*Date*

  
Shannon Allyn, Human Resources Generalist

12/19/2014  
*Date*