



COQUILLE INDIAN TRIBE

Job Title: **Engineering Technician**
Department: Project Management and Planning
Reports to: Assistant Executive Director of Project Management and Planning
FLSA Status: Non-Exempt – Full Time
Salary Grade: \$21.38 – \$34.74
Location: Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance.

Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Assistant Executive Director (Asst. ED) of Project Management and Planning, the Engineering Technician will be responsible for planning, design, and project management support on a wide variety of land development and construction projects including commercial and administrative buildings and municipal infrastructure, resource protection, roadway, and drainage improvements. Performs engineering work of a moderately complex nature in the investigation, location, design and construction of improvements and maintenance projects, e.g., permit and land use review, customer service, inspection, updating maps, and related tasks

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Corrects and re-designs construction plans for facilities, street improvements, utility installations, drainage and material quantities by using appropriate calculations, computations and engineering data and by consulting with engineers.
2. Performs survey office work using drafting tools while employing mathematical and engineering data to prepare information for use by survey field crews, construction crews and construction inspectors.
3. Performs various duties associated with land surveying including using measuring tapes and level rods to assist in determining lines, angles, points, elevations and distances.
4. Performs various record keeping and file maintenance duties such as recording instrument readings in field survey notes, maintaining office files of notes, control data, monument records, surveyors maps, and construction drawings, both manually and on CADD.
5. Prepares and maintains accurate “as-built” plans from notes from contractors of completed projects.
6. Computes horizontal and vertical curves.
7. Calculates distances, earth work quantities, fees and charges.
8. Performs non-routine drafting assignments which require application of standardized drawing techniques.
9. Gathers field data for planning, design and construction.
10. Prepares accurate drawings from design notes, sketches and field survey notes.

11. Prepares construction drawings and related maps reflecting topography, drainage, rights-of-way, structures, utility lines and related information.
12. Reviews drawings, maps and records for accuracy and conformance to regulations.
13. Checks scale, survey data, boundary information, survey monuments and other information; provide preliminary design documents to establish project work scopes, budget and schedule including preliminary AutoCad design. Review site plans, Stormwater plans, elevation drawings and development plans for compliance with tribal codes.
14. Plots information to tribal base maps.
15. Assists in preparing plans and specifications related to construction and maintenance projects according to city, state, and federal guidelines.
16. Assists in preparing project cost estimates, quantity calculations and materials costs.
17. Soliciting bids and preparing bidding documents for public advertising.
18. Conducting onsite visits to check plan/scope accuracy, resolving discrepancies, and performing field inspections in all types of weather/terrain.
19. Performing project management duties, including preparing contracts, change orders, and cost and pay estimates.
20. Serving as liaison for the tribe with contractors, checking progress of work, etc.
21. Ensuring compliance with contractual stipulations and all applicable codes and statutes.
22. Verifying contractor qualifications and monitoring work progress
23. Assists Engineer as required.
24. Assists Tribal Planner as required, including receiving and following up on all questions submitted by email, phone, or in-person regarding projects, permits, tribal policies, and customer concerns.
25. Review site plans, Stormwater plans, elevation drawings and development plans for compliance with tribal codes.
26. Prepares written correspondence to staff, property owners, leasee's, architects, engineers, and others related to such matters as permits, land use applications, infrastructure issues, and plan reviews.
27. Other duties as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, stooping and occasionally requires lifting up to 25 pounds. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers, and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand, walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Considerable knowledge of mathematics, including trigonometry and its applications to engineering; and knowledge of property mapping systems, and surveying principles, practices, and methods.
2. Reasonable knowledge of the techniques, principles, methods and practices and materials commonly involved in engineering projects.
3. Knowledge of pertinent regulations and codes is desired.
4. Ability to obtain information from engineering plans and specifications.
5. Ability to gather and correlate data from various sources and to provide a final plan or major chart.
6. Ability to communicate effectively both orally and in writing and establish and maintain effective working relationships with contractors, employees, and the general public.
7. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving.
8. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
9. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
10. Demonstrated ability to be results driven; making decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
11. Ability to read and understand technical documents and manuals, as well as the ability to write such documents for use by others.
12. Ability to present information, often of a sensitive nature, to governing bodies, boards, Tribal Council, general public or other outside partners.
13. Ability to maintain professionalism, confidentiality, and objectivity. A breach of confidentiality or fraud is grounds for immediate dismissal.

REQUIRED QUALIFICATIONS

- A. Bachelor's degree in Civil Engineering or related field. A combination of education and recent relevant experience will be considered.
- B. Proficient in AutoCAD Civil 3D and associated tools.
- C. Knowledge of civil engineering principles, practices, and methods required.
- D. Strong problem solving and analytical skills required.
- E. Ability to work independently and manage multiple projects simultaneously.
- F. Current and Valid Oregon driver's license in good standing (or ability to obtain one) with no insurability issues with the Tribe's insurance carrier.