

SNOHOMISH COUNTY JOB DESCRIPTION

ENGINEERING TECHNICIAN II - DRAINAGE

Spec No. 3044

BASIC FUNCTION

To perform engineering data collection, drafting, county records research, citizen response to drainage problems, surveying, or related field and office assignments requiring civil engineering, computer related, or public relations skills.

STATEMENT OF ESSENTIAL DUTIES

1. Provides general information and assistance to the public related to surface water problems.
2. Determines course of action for drainage problems, and implements emergency action as necessary.
3. Researches county records for drainage information.
4. Maintains computer inventory of drainage problem information; retrieves information from database as requested; updates maps and files to reflect additions or changes to drainage information. Uses database to analyze effect of development on existing drainage problems.
5. Assists engineers in researching property ownership, deeds, recorded surveys or related documents in the Assessors and Auditor's Offices.
6. Operates rod and chain on a survey crew; sets chaining points and gives back sites. Cuts and clears brush on a survey crew; carries and assists in setting up survey equipment; flags crew; marks stakes to indicate proper stationing, line and grade.
7. Verifies or calculates quantities, acreage and square footage from construction plans or field notes.
8. Acts as notary for citizens requesting drainage improvements.

STATEMENT OF OTHER JOB DUTIES

9. May periodically perform a variety of higher level technician duties for training purposes.
10. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

One (1) year of vocational or college courses in civil engineering technology or college-level mathematics and one (1) year of related field or office experience in drainage, wetlands, or county records research; at least six (6) months training or experience using a computer database; OR any equivalent combination of education and experience which

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MINIMUM QUALIFICATIONS (Continued)

provides the skills, knowledge and ability necessary to perform the work. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Drivers License is required for employment.

Obtain Notary Public Authorization within three (3) months.

KNOWLEDGE AND ABILITIES

Knowledge of:

- basic drainage principles
- geometry, algebra and trigonometry
- elementary engineering principles and practices, materials and equipment used in the area of specialization
- computer programs, including database and spreadsheets

Ability to:

- maintain and update a computerized database
- deal tactfully and courteously with the public, especially under stressful situations
- interpret engineering plans and specifications
- interpret legal descriptions and tax account information
- understand and execute oral and written instructions
- use and maintain equipment and instruments employed in the area of assignments
- prepare and organize field and office records and reports
- work as a team member
- establish and maintain effective work relationships with superiors, peers and the general public

SUPERVISION

Employees report to a lead worker, crew supervisor or office supervisor as assigned. The work is fairly routine and is performed under general supervision with intermittent review of work performance to ensure compliance with work orders and assignments. Specific instructions are given for unusual or non-routine tasks.

WORKING CONDITIONS

Work is performed in the office or in the field in varying weather conditions and terrain. Physical hazard from traffic and construction equipment at the work site may be present.

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Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: December 1992
Previous Spec No. 420424
Revised: January 1995
EEO Category: 3 - Technicians
Pay Grade: 234 - Classified Pay Plan
Workers Comp: 1501 Hazardous