CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Engineering Tech. II (Pavement Mgmt.) GR: 105 DATE: 11/13/2026
DEPARTMENT: Public Works DIVISION: Engineering FLSA: Non-Exempt
REPORTS TO: Civil Engineer I/II APPROVED: ____ JOB CODE: 6004

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GENERAL DESCRIPTION:
Under general direction, performs technical engineering drafting, design, surveying & construction inspections; provides administrative support; maintains records and asset management; and conducts daily customer service. Work varies, requiring interpretive judgement within prescribed standards and procedures; has significant opportunity for discretion and independent action.

TYPICAL DUTIES:
- Responsible for implementation & maintenance of pavement management system.
- Assesses condition of both asphalt & concrete pavements, prioritizes locations in need of maintenance, and suggests appropriate maintenance options that best increases the lifespan of the pavement with cost effective solutions.
- Performs, designs, surveys and inspects the installation of storm drainage and sanitary sewer systems, water mains, bridges, parking lots, pavement markings, sidewalks, signing, street lighting, streets, and other public works projects for compliance with approved plans and specifications.
- Makes preliminary or final estimates of work and material required; prepares periodic pay estimates for materials on hand and work completed.
- Performs drafting; prepares maps and plans; maintains maps showing zoning, lots and utility lines, and city limits.
- Reviews subdivision layouts and building permit applications for engineering considerations.
- Interprets construction plans to contractors; advises developers, builders, utility companies and property owners in engineering matters.
- Investigates complaints involving utilities, drainage, driveways, sidewalks, and street rehabilitation.
- Participates in traffic engineering investigations, studies and surveys to determine the need for and application of traffic control devices; assures that traffic control devices are properly installed at construction sites.
- Files and maintains engineering records; maintains street paving inventory.
- Performs overtime as required and performs other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:
- Occasionally leads other workers.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:
Any combination of education and experience equivalent to the following:
- High school diploma or G.E.D.
- Two (2) years engineering course or related course work.
- Three (3) years of experience in engineering technology or related field.
- Or an equivalent combination of education, training and experience in civil engineering field work and drafting.
- Must possess a valid Kansas driver's license.

RESIDENCY REQUIREMENTS:
- None

ESSENTIAL JOB FUNCTIONS:
Establish and maintain effective working relationships with fellow employees, officials and the public while providing excellent customer service. (Daily)
Apply knowledge of the principles, practices and instruments used in land and construction surveying and in civil engineering drafting. (Daily)
Apply knowledge of construction specifications and plans, and of regulations relating to public works construction by contract. (Daily)

ESSENTIAL JOB FUNCTIONS (CONTINUED):
Possess knowledge of construction materials testing in the field and laboratory. (Daily)
Exhibit skill in performing difficult technical computations, estimates and tests, and in compiling engineering data and statistics. (Daily)
Possess skill in communicating with contractors effectively in securing compliance with plans and specifications. (Daily)
Effectively communicate orally and in writing. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:
Work Type: Medium, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
Climbing/Balancing: Climb inclines and ladders, uneven surfaces, balance required.
Walking: Extensive amount required.
Stooping/Bending: Frequently.
Stand/Sit: Sit about 50 percent of the time.
Reaching: Frequent, overhead as well as horizontal.
Vision: Adequate to perform essential functions.
Color Vision: Adequate to perform essential functions.
Hearing: Frequently perceive nature of sounds by ear.
Speech: Frequently express ideas by means of spoken words.
Eye/Hand/Foot Coordination: Frequently operates precision equipment requiring moderate ability.
Manual Dexterity: Frequently operates precision equipment requiring moderate ability.

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:
Inside/Outside: Work inside and outside.
Cold/Heat: Adverse conditions possible.
Wet/Dry: Adverse weather conditions possible.
Noise/Vibrations: Heavy construction possible.
Hazards: Moderate exposure to traffic and construction hazards.
Fumes/Dust/Odors: Moderate exposure to dust and construction equipment fumes.
Infectious Diseases: Low exposure.

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:
Ability to read and comprehend technically written material.
Ability to understand and apply mathematical concepts accurately.
Ability to listen to and apply information and instructions.
Ability to organize information for concise written and oral presentation.
Ability to operate computer hardware and software including graphics and engineering software.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:
Calculator, computers, construction materials, drafting tools, surveying instruments, testing equipment, and vehicles.

REMARKS:
The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all his/her duties.