



EMPLOYMENT OPPORTUNITY
City of Roseburg, Oregon

ENGINEERING TECHNICIAN I OR II

Classification shall be designated based upon knowledge, skills, education and experience of chosen applicant.

Entry Wage: \$19.09 for Tech I and \$22.09 for Tech II

DEFINITION

Assigned to the Engineering Division of the Public Works Department, this position performs a variety of tasks in the office and field.

SUPERVISION

Engineering Technician I: Works under the general supervision of the City Engineer or his/her designee. May be supervised by employees of a higher classification.

Engineering Technician II: Works under the general direction of the City Engineer or his/her designee.

TYPICAL EXAMPLES OF WORK:

Any single position in any class will not usually involve all the duties listed and many positions will involve duties that are not listed.

Engineering Technician I: Performs routine to moderately difficult CAD work and drafting of maps, base maps, drawings and right-of-way plats. Does basic algebraic and trigonometric calculations in conjunction with survey and design. Makes occasional field inspections. Assists public, contractors and local utilities in filling out permits for work within right-of-way, sidewalk, driveway, curb cut construction and/or street closures. Performs area calculations to compute storm drainage fees and system development charges. Prepares and submits BOLI notification as required for City projects. Reviews and monitors prevailing wage payroll submittals from contractors. Prepares maps and orthophoto plots using CAD program. Reviews plans and land use actions submitted to Community Development Department for compliance with Public Works standards. Fill out required permits and compute fees. Research property records for ownership, easement and/or legal description information. Staffs the Public Works service desk as needed, including telephone answering and customer assistance. Performs visual inspections of public streetlight system. Reports outages of leased streetlights to the responsible utility and outages of city-owned streetlights to city contractor. Tracks repairs and costs. Other duties as assigned.

Engineering Technician II: As construction inspector, attends and maintains record of pre-construction conferences, inspects work of contractors on streets, sidewalks and driveways, water lines and storm drain construction and maintenance. Reads and interprets plans and specifications; inspects work in progress to determine conformance with plans and specifications; submits list of corrections to contractor; notes "as built" changes on plans; maintains records of construction and plan changes.

Using CAD programs, performs moderately complex design and drafting of projects such as streets, sidewalks and ADA ramps, park and multi-use path improvements, water lines and storm drains; establishes project file including field notes; computes materials required and cost estimates; finalizes plans and specifications under supervision. May serve as City liaison

with contractors, public utility companies or other city departments doing work within the city, which directly affects City operations. May review applications for payment with contractor for compliance with the established procedure for their submission and forward them to superior with recommendations for payment. Handles issuance of permits and inspections on new and replacement sidewalks, street cut, water service, storm drainage and other permits. Works with the sidewalk rehabilitation program. Administer backflow prevention program per state health department standards and requirements. Inspect installation of required backflow devices for compliance. Enforce regulations. Perform cross-connection inspections. Perform visual inspections of public streetlight system. Report outages of leased streetlights to the responsible utility and outages of city-owned streetlights to city contractor. Track repairs and costs. Prepare construction cost estimates for projects.

Assist public in completing water meter application for new services or changes to existing services. Know and enforce the water division rules and regulations regarding water service. Maintain and update City standard drawings and details and update the City's digital mapping files including water and storm drainage base maps and related information. Produce complex construction drawings, maps and orthophotos for public and City departments. Inspects traffic control devices as needed and evaluates requests for new traffic control devices. Plans for and purchases department supplies. All duties of Engineering Technician I. Other duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of the equivalent GED Certificate. Course work in mathematics, including trigonometry for surveying and coursework in CAD. Possess valid Oregon driver's license at time of employment. Post-offer physical including drug screen.

Engineering Technician I

One year experience with CAD, ArcGIS or similar software.

Engineering Technician II

Two years of progressively responsible experience at a level equivalent to Engineering Technician I, or college level course work or training in civil engineering technology and CAD.

Any other satisfactory equivalent combination of education, experience and training that insures the ability to perform the work may substitute for the above.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT KNOWLEDGE, SKILL AND ABILITY

Engineering Technician I

Knowledge of surveying and computer aided design. Some knowledge of the terminology, mechanics and practices of engineering technician. Ability to read and understand basic construction drawings, City standard drawings and specifications. Ability to understand and carry out oral and written instructions. Ability to operate survey and drafting equipment and to develop proficiency in their use. Ability to accumulate, record and legibly print survey notes. Ability to perform computations using calculators. Ability to establish and maintain effective working relationships with co-workers and the public. Ability to provide quality customer service.

Engineering Technician II

Reasonable knowledge of drafting. Reasonable knowledge of the terminology, mechanics and practices of technical engineering. Reasonable knowledge of the use of computers for design, drafting and general use.

Ability to inspect construction projects, determine conformity with plans and specifications and report discrepancies to the contractor and supervisor. Ability to perform drafting and design work of the classification. Ability to make engineering computations, to reduce field notes and prepare accurate specifications and estimates. Ability to maintain accurate and legible records. Reasonable knowledge of water and storm drainage utilities including materials, practices, standards and laws. Excellent oral and written communication skills. Ability to deliver quality customer service to internal and external customers. Ability to read, interpret and write technical reports. Ability to interpret City policies and standards and communicate those to contractors and the general public. Ability to analyze information and make decisions.

ESSENTIAL FUNCTIONS:

Engineering Technician I: Mobility. Reading. Hearing. Seeing. Ability to sit at a keyboard and produce work. Ability to read, understand and follow directions, manuals and technical documents. Ability to drive passenger vehicles and pickup trucks. Ability to work with construction drawings. Ability to recognize and work with numbers. Ability to work in various weather conditions. Ability to work around dust, chemicals and various irritants. Ability to work cooperatively with the public and fellow employees.

Engineering Technician II: Ability to sit at a keyboard and produce work. Ability to drive passenger vehicles and pickup trucks. Ability to produce legible letters, memos and reports. Ability to inspect construction sites requiring mobility and walking on uneven ground. Hearing. Seeing. Light lifting. Exposure to varied weather, terrain, dust and irritants. Ability to read, understand and follow moderately complex directions, manuals and documents. Ability to understand construction drawings. Ability to perform difficult mathematical computations. Ability to recognize and work with numbers and to perform difficult mathematical computations. Ability to work cooperatively with the public and fellow employees.

EMPLOYMENT INFORMATION

Applications Close: 5:00 p.m. Monday, February 11, 2019

How To Apply: Complete an application form available via one of the following methods.

**In-Person: City of Roseburg Human Resources
900 SE Douglas Avenue
Roseburg, OR 97470**

Telephone Request: (541) 492-7010 (24-hour Jobline); (541) 492-6700 (Office)

Download from: www.cityofroseburg.org

Submit completed application to Human Resources by the closing date listed in the job announcement. Applications submitted by mail must be postmarked no later than 5:00 p.m. on the closing date or sent via email to info@cityofroseburg.org. All required documents should be presented with the application. Resumes are accepted in addition to the City of Roseburg application form. Faxed applications are not acceptable.

Selection Process: Applications are thoroughly reviewed and screened by the Human Resources Office. Since these are competitive selection processes, applicants whose backgrounds appear to most closely match the needs of the particular vacancy will be considered. Once the screening is complete, Human Resources notifies all candidates of their status. This process can take from one to four weeks after the closing date. Due to the number of applicants and the limited number of job opportunities, not all applicants proceed in the recruitment process.

Equal Opportunity Employer

Roseburg – The Heart of the Land of Umpqua

Roseburg is located in the “Hundred Valleys of the Umpqua” in southwestern Oregon on Interstate 5. It is 67 miles south of Eugene, 97 miles north of Medford, 80 miles east of the Oregon Coast and 80 miles west of Diamond Lake at the summit of the Oregon Cascades. The elevation is 465 feet. Roseburg has a mild, four seasons climate. Annual average rainfall is 35.07 inches. There is an occasional light snow, but it is not a significant part of the annual precipitation. There are approximately 219 growing days based on the period from the last frost in the Spring until the first frost in the fall. Average summer temperature is 78° with a few days up to 100°. Average winter temperature is 44.67° with a few days below 20°. We are reported to have the lowest wind velocity in the U.S., an average of 4-6 mph. Roseburg is the largest city in Douglas County with an approximate population of 24, 820 and an urban population of 50,000. Roseburg School District No. 4 serves the City. There are several private schools. Umpqua Community College is located 5 miles north of Roseburg on the banks of the Umpqua River. There are several major shopping areas in Roseburg, and the community boasts a wide choice of housing types and price ranges in settings to suit any housing customer. Roseburg is the location of choice for many who seek a high quality living environment at a reasonable price.

