



# JOB ANNOUNCEMENT

## 2017-011

### **ENGINEERING TECHNICIAN I**

#### **Engineering Department**

**Full Time / Non-exempt / AFSCME Represented**

**SALARY:** \$19.74 - \$25.26 / Hourly (2017-18 Salary Schedule)  
Plus 6% City paid PERS

**OPENS:** **June 28, 2017**

**CLOSES:** **July 19, 2017 at 5:00pm**

**APPLY TO:** Human Resources – City of Sherwood  
22560 SW Pine St.  
Sherwood, OR 97140  
(503) 625-4201 - Fax (503) 625-4280  
[humanresources@sherwoodoregon.gov](mailto:humanresources@sherwoodoregon.gov)

#### **SUMMARY AND REQUIREMENTS**

Under the general supervision of the Engineering Associate II and/or Civil Engineer, the Engineering Technician I performs basic engineering and technical administrative support functions as assigned. Primary focus of the position will be administration of the right-of-way permit process, GIS data entry, development of civil engineering project drawings utilizing CADD programs, reviewing and documenting project as-build conditions, performing Erosion and Sediment Control (ESC) inspections, and providing front desk customer service.

**MANDATORY REQUIREMENTS:** Basic knowledge of practices, principles and techniques used in engineering design and construction of public capital improvement projects and private development projects. Basic knowledge of methods and materials used in construction of utilities and roads; and the standards, codes, ordinances, laws and regulations governing engineering construction inspections of public works and private development projects. Basic knowledge of tools and materials used in the construction trade, including methods and instruments used to install and test storm/sanitary systems and streets; and of mathematics principles and English grammar, spelling and usage. Any combination of education, training and experience that would provide the required knowledge and ability is qualifying. The typical way of obtaining the knowledge and abilities outlined above is through obtaining an Associates' Degree in Civil Engineering technology; graduation from high school or equivalent, supplemented by courses in engineering technology; or an equivalent combination of training and experience enabling the incumbent to perform the essential functions of the position.

**ADDITIONAL REQUIRED SKILLS:** Ability to read blueprints and plan specifications; ability to maintain accurate records, participate on a team focused on producing high quality results; and ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public. Strong internal and external customer service and communication skills. Ability to use a keyboard and word processing, spreadsheet programs or computer aided drafting and design tools and other application software as required by the position. Ability to use general office equipment

**SPECIAL REQUIREMENTS/LICENSES:** A valid Oregon driver's license.

**DESIRABLE QUALIFICATIONS:** ESC Inspector's certification.

**PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Manual dexterity and coordination are required while operating City equipment such as computer keyboard, calculator, standard office equipment, and driving City vehicles.

**WORKING CONDITIONS:**

Office work occurs under usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Job site visits during construction activities are required, with exposure to all weather conditions, at work sites with exposure to noise levels which may require hearing protection, chemicals, dirt, dust, fumes, confined spaces, etc. Frequent travel within the city limits to observe construction activities. There may be infrequent travel outside of the city. Lifting manhole covers or the equivalent of 50 lbs may be infrequently required. The position incumbent works in a fast-paced office environment characterized by frequent deadlines and constant interruptions.

**APPLICATION AND SELECTION**

To apply, submit a completed City Application and cover letter to the Human Resources Department. Electronic copies are accepted with signature. All application materials must be **received** by the Human Resources Department on or before the closing date and time. Application materials will be used to select the top candidates for interview. Prior to hiring, the successful candidate may be asked to complete a satisfactory criminal history background check.

**APPLICATION MATERIALS**

A City Application can be found online at [www.sherwoodoregon.gov](http://www.sherwoodoregon.gov) or may be requested by mail by calling Human Resources at (503) 625-4201.

**VETERANS' PREFERENCE**

It is the policy of the City of Sherwood to grant hiring and promotion preference to qualified veterans and disabled veterans in accordance with ORS 408.230, at each stage of the application and interview process. To claim veterans' preference in promotion, please complete the Veterans' Preference form provided with the City Application packet, and submit it with the required documentation at the time of application.

**NOTIFICATION**

Applicants that are not selected will be notified by phone, email, or letter once the position has been filled.

**EQUAL OPPORTUNITY EMPLOYER**

We are an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, sex, national origin, age, or physical disability. The City of Sherwood provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the Human Resource Department at (503) 625-4201.