

EMPLOYMENT OPPORTUNITY
City of Roseburg, Oregon
ENGINEERING TECHNICIAN II or III
Tech II \$22.5408 – \$28.7602/hour
Tech III \$26.0890 – \$33.2949/hour



APPLICATIONS CLOSE - 5:00 P.M. FRIDAY, OCTOBER 9, 2020

DEFINITION:

Engineering Technician II: The Engineering Technician II performs a variety of paraprofessional engineering services related to design, inspection, survey and development activities. This position reports to the Design and Construction Manager. Supervision is not normally a responsibility of this position.

Engineering Technician III: The Engineering Technician III performs a variety of complex paraprofessional engineering services related to design, inspection, survey and development activities. This position reports to the Design and Construction Manager. Supervision is not normally a responsibility of this position, but may act as lead worker for temporarily assigned employees, or on special projects.

TYPICAL EXAMPLES OF WORK:

These duties are a representative example; position assignments may vary depending on the business needs of the department and organization.

Engineering Technician II:

- Processes, files, and maintains a variety of records, maps, plans, permits, property descriptions, etc.
- Assists the public with requests for information.
- Performs inspection of public works projects under construction such as streets, storm drains, water mains, sidewalks and driveways, etc.
- 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 and maintains records during construction.
- Performs moderately complex design and drafting of public works projects such as street improvements, water lines, storm drains, ADA improvements, park and multi-use path improvements.
- Demonstrates regular, reliable and punctual attendance.
- Prepares construction cost estimates for moderately complex public works projects.
- Issues Right-of-Way permits and inspects new and replacement sidewalk, street cuts, water services, storm drainage and other permits.
- Assists customers with applications for new water services or changes to existing services.
- Maintains and updates the City's digital mapping files including water and storm drainage base maps and related information.
- Inspects traffic control devices and evaluates requests for new traffic control devices.
- Scope of assigned area of responsibility will depend on departmental structure and is at the discretion of the Division Head.
- Upholds the values of the organization and has strong customer service orientation.

- Must be honest and truthful in all tasks and responsibilities.
- Must have the ability to handle job stress and interact effectively with others in the workplace.
- Performs other related projects and duties as assigned.

Engineering Technician III:

- Performs all tasks required of an Engineering Technician II classification.
- Supervises and performs inspection of public works projects under construction such as streets, storm drains, water mains, sidewalks and driveways, etc.
- Works closely with consulting engineers to ensure projects are on schedule and within budget. Attends project kickoff meetings, design workshops, etc. Reviews consultant invoices for accuracy.
- Prepares correspondence, technical reports, proposals, contracts, bid documents, etc.
- Performs complex design and drafting of public works projects such as street improvements, water lines, storm drains, ADA improvements, park and multi-use path improvements, etc.
- May draft agenda item memos for Public Works Commission agenda items.
- Scope of assigned area of responsibility will depend on departmental structure and is at the discretion of the Division Head.
- Assists the public with requests for information.
- Upholds the values of the organization and has strong customer service orientation.
- Must have the ability to handle job stress and interact effectively with others in the workplace.
- Must be honest and truthful in all tasks and responsibilities.
- Performs other related projects and duties as assigned.
- Demonstrates regular, reliable and punctual attendance.

MINIMUM QUALIFICATIONS:

Graduation from high school or completion of the equivalent GED Certificate, and/or equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Requires possession of a valid driver's license by date of hire. New employees establishing resident status in the State of Oregon must obtain an Oregon driver's license within 30 days (ORS 807.020 (1)).

Requires completion of a background investigation to the satisfaction of the City.

Requires post-offer physical including drug screen.

Engineering Technician II:

Two (2) years of progressively responsible experience necessary to perform the job effectively.

Engineering Technician III:

Three (3) years of progressively responsible experience necessary to perform the job effectively.

Associate degree from an accredited institution in engineering technology or related field.

Bachelor's degree from an accredited institution in engineering technology or related field is desirable.

Fundamentals of Engineering (FE) Certificate is desirable.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT, KNOWLEDGE, SKILL AND ABILITY:

Current technical/professional knowledge of principles, methods, standards and techniques associated with the scope of work of a recognized profession, such as:

- Principles, practices, and techniques of civil engineering, capital construction projects; design, materials, and equipment associated with public works projects.
- Technical knowledge of the activities required for public works project design and inspection.
- Ability to perform design and drafting work required by the classification.
- Knowledge of water and storm drainage utilities.
- Excellent verbal and written communication skills.
- Ability to read, interpret, and write technical reports.
- Ability to interpret City policies and standard and communicate those to the general public.
- Ability to analyze information and make decisions.
- Customer service principles and techniques.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is generally performed in an office environment but may require frequent fieldwork and occasional light lifting. Requires the ability to sit, key board, write, hear and speak for extended periods of time. May be exposed to all forms of temperature and inclement weather, varied terrain, dust, chemicals and various irritants. Requires the ability to hear in a busy environment with distractions and vision to read and understand complex engineering drawings and contract documents. May be exposed to moving vehicles and equipment.

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

In-Person: City of Roseburg – Third Floor - Administration/Human Resources Office
900 SE Douglas Avenue, Roseburg, OR 97470

Download from: www.cityofroseburg.org / Can Email To: info@cityofroseburg.org

Telephone Job Line: (541) 492-7010 (voice message listing openings)
Administration/HR Office (541) 492-6866

Submit completed application to Human Resources by the closing date listed in the job announcement. Applications submitted by email or mail must be received or postmarked no later than 5:00 p.m. on the closing date. All required documents should be presented with the application. Resumes are accepted in addition to, not in lieu of, 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 Hub of Southern Oregon

The City of Roseburg is a growing, vital community which enjoys a high quality of life in a semi-rural setting. Roseburg is located in the beautiful "Heart of the Land of Umpqua" region in southwestern Oregon. It is easily accessible from Interstate 5, 67 miles south of Eugene, 97 miles north of Medford, 80 miles east of Reedsport and 80 miles west of Diamond Lake at the summit of the Oregon Cascades. The elevation is 465 feet, and features a mild, fair seasonal climate. Average rainfall is 30.7 inches with occasional light snow. Average summer temperature is 78° with a few days up to 100°. Average winter temperature is 44.67° with a few days in the low 30s or 20s. We are reported to have the lowest wind velocity in the U.S., an average of 4-6 mph. Roseburg is the county seat and largest city in Douglas County. The population is 24,820 with an urban daytime population of approximately 60,000. Roseburg is the hub of retail, government activity and medical services for Central Douglas County. The City is served by Roseburg School District #4, which has an excellent reputation and community support. Umpqua Community College is 5 miles north of the City and offers a varied curriculum with extensive adult education and community oriented classes. Multiple locations at the college are available for cultural activities, and there is a thriving community theater group with its own venue in a city park. The city boasts numerous park areas, including tennis courts, soccer and ball fields, a 9-hole golf course, skate park, disc golf course, dog park and walking trails. Roseburg is the location of choice for many who seek a high quality living environment at a reasonable price. Various community events, including Graffiti Week, Art and Wine Festivals and Music on the Half Shell, among others, are held throughout the year for local residents and tourists. There are numerous shopping opportunities from specialty shops in historic downtown to nationwide chain stores. Housing is available in various price ranges. Roseburg's economy has diversified in recent years while still retaining strong ties to its natural resource base. Efforts to bring clean industries and new jobs to the area have been fruitful and are continuing through support by a coalition of government agencies and funding.

