



CITY OF BAKER CITY, OREGON

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CITY OF BAKER CITY'S MISSION STATEMENT

The City of Baker City exists to provide municipal services through efficient, effective, and progressive governance allowing individuals, families, and businesses the opportunity to thrive in a friendly, safe, and dynamic environment. By maintaining trust, respect, and accountability in its day-to-day operations, the city will build on its strengths and creativity.

Classification

BCEA Union
Non-exempt

Reports to

Director of Public Works
Department: Public Works-City Hall

Salary Range

Base-Step 4/\$4,332-\$5,068

Date

May 2021

ENGINEERING TECHNICIAN III

JOB DESCRIPTION

Summary/Objective

Under general supervision, performs office and field technical duties associated with the design, development, scheduling, implementation, construction, cost accounting and GIS/CAD based inventory of Public Works capital and preventative maintenance projects and programs. Also performs a similar role with other governmental agencies, developer, and general public projects. Assists the public with public works related information.

Supervision Received

Works under the general supervision of the City Engineer or designee who assigns non-routine work and reviews work for conformance to departmental standards.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assists in the day to day coordination of work schedules involved with Technical Services piloted projects and other projects requiring Technical Services involvement.
2. Acts as lead person on survey crew which performs land surveying work including surveys made to determine area or topography. Work may be performed in conjunction with public works projects or other projects as directed or required. Establishes or re-establishes land boundaries, corners, or monuments. Inputs obtained information into computer for use in subsequent computer design or other project work.
3. Develops cost analysis, cost accounting, and estimates for public works projects; receives and answers questions regarding the location of utility lines, public rights-of-way, public works policies, specifications, utility hook-up and extension costs and other technical services/public works procedures.
4. Establishes construction surveying lines, grades, or elevations. Determines or estimates quantities of materials required, removed, or in place for public works projects or other projects. Inputs obtained information into computer for use in subsequent computer design or other project work.
5. Drafts by CAD computer and prepares plans, maps, as-builts, charts, and graphs from field data, in conformance to departmental policies and procedures; enters field data for GIS system on computer; uses computer for spread sheet and data base programs.
6. Maintains inventory of public improvements and utilities using GIS and CAD.
7. Inspects city and contracted construction projects being constructed by city forces or by contractors to ensure that the public works and state specifications are being followed and met.
8. Participates as a member of field survey crew doing various survey work including the collection of data for the design, layout and construction of public works projects.
9. Responsible for performing utility locates for City, other agency and citizen projects.

Other Identified Task Statements/Duties

1. Researches office, county, and other records for data relating to ownership, current or proposed surveys and legal descriptions.

2. Makes copies on photocopying equipment.
3. Performs building and grounds maintenance tasks as assigned, including but not limited to snow removal with shovel, plow or snow blower, spraying lawns for weeds, flag raising and lowering, clock winding, painting; performs simple maintenance of office equipment such as printers, scanners, plotters, and PC's.
4. May train and function as backup personnel for various public works specialist positions including but not limited to cemetery sexton or reservoir operator.
5. Other duties as assigned.

Knowledge, Skill, and Abilities

The following knowledge, skills and abilities must be possessed or individual must be able to explain and demonstrate that he/she can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of knowledge, skills and abilities.

Knowledge:

- IBM compatible PC (personal computer) operation; Personal computer programs such as Word, Excel and Access for spreadsheet and database management, AutoCAD and GIS;
- Cost Accounting procedures;
- Public Works construction practices and sequences;
- Basic engineering and surveying practices and procedures;
- Supervisory methods and technique;
- Safety Rules as set forth by OSHA and city standards;
- Mathematics including trigonometry as applied to field surveying and engineering

Skill:

- Operate motor vehicle (current Oregon Driver's license required);
- Perform CAD drafting;
- Operate copiers and photocopying equipment

Ability to:

- Learn chain person and rod person methods and procedures;
- Learn to establish line and grade, rerun line, set line and grade stakes;
- Learn departmental filing and record system;
- Learn departmental policies and procedures;
- Calculate and check file notes accurately;
- Learn Public Works and engineering specifications, policies and procedures;

- Learn to conduct property ownership and valuation searches;
- Learn IBM compatible programs for word processing, spreadsheet, database CAD drafting and GIS applications.
- Learn basic building and grounds maintenance procedures such as shoveling snow, using snow blower;
- Learn construction inspection methods and techniques;
- Resolve problems encountered through inspection procedures;
- Clean department vehicles adequately inside and outside;
- Learn to perform simple maintenance on office equipment;
- Read, write and speak English;
- Perform recurring tasks with little or no supervision and make decisions independently in accordance with departmental policies and procedures;
- Understand and follow oral and written instructions;
- Work harmoniously and cooperatively with public, co-workers, and supervisors;
- Handle verbal abuse from the public;
- Learn to operate communication equipment including telephone and radio;
- Converse with co-workers to convey information via radio;
- Learn to operate level, total station, data collector and GPS survey equipment;
- Learn to conduct utility locates and operate underground tracing equipment;
- Manually adjust small components on equipment;

Supervisory Responsibility

May supervise full time and/or temporary employees engaged in either Technical Services or public works tasks.

Work Environment

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

Work performed in a standard office atmosphere; work also performed outside, requiring exposure to prolonged heat, cold, snow, ice, rain, dark, airborne particles, motorized traffic conditions; exposure to abusive language and verbal abuse; noise level is usually quiet to moderate inside; usually moderate outside, but can be high level noise on construction or heavy traffic sites.

Tools and Equipment Used

Hand calculator, manual transmission vehicles, linker survey rod, engineer's chain, total station, data collector, survey-grade GPS, Engineers level, prism mirror and rod, plumb bob, IBM compatible PC and associated hardware and software, CAD plotter, office copy machines, fax machine, underground locators, shovel and pick (with efficiency and force), small snow plow, lawn mower, weed sprayer, paint equipment, snow blower, concrete air tester, concrete slump

measurer, concrete strength tester, distance measuring wheel, two-way radio, mechanical workings of city hall clock.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Must be physically capable of moving about on construction work sites (and move quickly out of the way of fast moving traffic), and under adverse field conditions and able to remove snow and ice from city hall complex sidewalks. Hand-eye coordination is necessary to operate computers and various pieces of office and field equipment. Occasionally you will be required to stand, walk; use hand to finger, handle, feel or operate objects, equipment, tools, controls; reach with hands and arms, occasionally required to sit, climb or balance, stoop, kneel, crouch, talk or hear (well enough to protect self from moving vehicles) ; must occasionally lift and/or move 50 pounds unassisted. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Occasionally you will need to work near moving mechanical parts and near vibration and in cramped quarters; occasionally climb scaffolding or ladders up to 25' high.

Position Type/Expected Hours of Work

This is a full time position. Days and hours of work are typically Monday through Friday, 8:00 a.m. to 5:00 p.m., 40 hours per week. This position may be required to work overtime, particularly during construction season.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

Required Education and Experience

Minimum Qualifications:

Four (4) years experience as an Engineering Technician II or similar position with a combination office and civil engineering background; documented course work or training in PC office software, mathematics and CAD; or any other combination of education and experience that demonstrates provision of the knowledge, skills, and abilities listed above.

Preferred Education and Experience:

Post Secondary education/training; applicable trade certifications.

GIS experience

LSIT certification

Additional Eligibility Qualifications

- 1. Must possess or be able to obtain a valid and appropriate state driver’s license prior to employment.

Other Duties

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EEO Statement

Baker City is an equal opportunity employer, and as such, we consider individuals for employment according to their abilities and performance. Employment decisions are made without regard to age, disability, race, color, national origin, religion, sex, sexual orientation, veteran status, military status, association with members of a protected class, marital status, injured worker status, union participation, non-supervisory family relationships, or any other protected class or work relationship. All employment requirements mandated by State and Federal laws and regulations are observed.

Director_____

HR_____

By signing below, I understand the requirements, essential functions and duties of this position.

Employee: _____ Date _____