

City of Warrenton is accepting applications for a FT, Engineering Technician FSLA Non-Exempt. Salary Range 25, \$4,670.69-5,677.25. This is a PERS/OPSRP, AD&D Insurance, Medical, Vision and Dental Insurance and HSA, paid vacation, holidays and sick leave. Licensed Professional Engineers are also strongly suggested to apply for a position at the City of Warrenton.

Applications and Job Description are available on the City of Warrenton website at <http://ci.warrenton.or.us/>, and at the City of Warrenton Municipal Center, 225 S Main Ave, Warrenton, OR 97146. OPEN UNTIL FILLED.

CITY OF WARRENTON  
Job Description – Engineering Technician

**JOB TITLE:** Engineering Technician  
**DEPARTMENT:** Public Works  
**CLASSIFICATION:** FLSA Non-Exempt,  
**LAST UPDATED:** 01/03/2018  
**REPORTS TO:** Public Works Director/City Engineer  
**SALARY RANGE:** 25

**SUMMARY:**

The Engineering Technician applies theory and principles of civil engineering in planning, designing, and overseeing construction and maintenance of infrastructure and facilities under the direction of the public works staff. This position provides technical support to the Public Works Director and City Engineer through research of property records and discovery of documentation of past construction projects within the City. This position develops maps and sketches of planned improvements to City infrastructure; and works with designers, builders, and property owners of projects for new construction and improvements of infrastructure to ensure the construction prescribes to sound engineering and construction practices. The Engineering Technician response to public inquiries concerning real property issues and City services.

**ESSENTIAL FUNCTIONS:**

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Provides technical input essential to planning of City infrastructure projects which involves data collection, calculations, and conceptual layouts of proposed projects.
- Produces plot maps, charts, and related graphics for presentations.
- Assists in the preparation of bid specifications and construction design specifications for capital improvement projects; prepares exhibits and reports as required.
- Performs field investigations and gathers data for the preparation of the design phase of in house projects.
- Prepares and reviews various reports for a variety of engineering activities.
- Conducts field inspections of ongoing construction and surveys.
- Performs engineering calculations, prepares materials and cost estimates, and reviews calculations of others.
- Maintains official maps, drawings and master plans; research and reference materials for public and staff use.
- Reviews and provides approval comments for development projects; reviews and comments on the progress of development projects.
- Coordinates permits/projects with the Community Development Department (Planning, Building, and Fire Marshal).

CITY OF WARRENTON  
Job Description – Engineering Technician

- Collaborates and confers with developers, architects, engineers, contractors, and the general public; provides information and assistance; interprets and explains laws, codes, and regulations related to development activities.
- Inspects projects and evaluates contractor work to detect design deficiencies and ensures conformance to design specifications and applicable codes.
- Responds to inquiries from contractors, utility companies, consultants, and the general public regarding interface with City infrastructure and ongoing construction projects.

**PERIPHERAL FUNCTIONS:**

- Performs other related duties as required and assigned the Public Works Director.
- Demonstrate punctual, regular, and reliable attendance, which is essential for successful job performance.
- Present a positive, professional image; maintain cooperative and effective working relationships; assure excellent customer service with internal and external customers.

**SKILLS, KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Engineering construction terms, methods, and practices.
- Drafting as related to construction and public works projects.
- Construction inspection techniques and methods.
- Civil engineering mathematics as they apply to Public Works projects.
- Civil site work, road construction, and utilities.
- Various types of construction equipment relating to road construction, sanitary, water, and storm sewer construction, and street surfacing.
- Oregon Standard Specifications for Construction.

**Ability to:**

- Use a Windows based PC with Microsoft Office Suite (Word, Excel, Access, Power Point) as well as GIS and AutoCad Civil 3d
- Operate AutoCad and integrate with GIS.
- Read and interpret contract specifications, drawings, and estimates.
- Operate surveying equipment.
- Calculate dimensions, material quantities, and square footage.
- Organize and prioritize workload.
- Communicate effectively with the public and technical professionals.
- Work independently.
- Prepare clear, concise, technically sound reports.
- Exercise diplomacy in resolving job site discrepancies with contractors and designers.
- Interpret and apply regulatory codes as they pertain to developer and citizen projects.
- Generate graphics and plans by combining the resources of GIS and AutoCad.
- Gather the necessary contractor project information and organize it in a comprehensive way to issue right-of-way permits.
- Work in and around heavy equipment and live traffic.

CITY OF WARRENTON  
Job Description – Engineering Technician

**EDUCATION AND EXPERIENCE:**

- 4-year degree related to civil engineering, surveying, and drafting; or six (6) years of technically equivalent experience closely related to public works, civil engineering, inspection and/or project management.
- A valid Oregon Driver's License is required or ability to obtain within three (3) months and a driving record acceptable to the City's insurance carrier.

**WORKING CONDITIONS:**

Work is generally completed on a regularly scheduled basis; Monday through Friday, forty (40) hours per week; however, work schedules may require working a flexible schedule, holidays, weekends and may require reporting to work in the event of an emergency.

The principle duties of this job are performed in an office environment. Time is spent in the field performing inspections as needed in all weather conditions. Field work is performed at construction sites in various stages of completion, where safety shoes are always required, hard hats are frequently mandatory, and standard safety practices are always expected. Loud noises may be present and terrain may be rugged. May involve lifting and carrying paper files, large rolls of plans and boxes of records weighing up to approximately forty (40) pounds.

**PHYSICAL REQUIREMENTS:**

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

While performing the duties of this job, the employee is regularly required to sit and use hands to handle or feel objects, tools, or controls. The employee is frequently required to talk or hear. The employee is required to stand, walk, reach with hands and arms; stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**ESSENTIAL PHYSICAL ABILITIES:**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to comprehend written work instructions; and comprehend, prepare, review, and evaluate written documents and text material.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to use operate a computer and use various office equipment.
- Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to drive to various locations.

CITY OF WARRENTON  
Job Description – Engineering Technician

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak workload periods or otherwise to balance the workload. The City of Warrenton is an Equal Opportunity Employer.

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee Signature

Date

# City of Warrenton

## Public Works Application for Employment

An Affirmative Action, Equal Opportunity,



### Applicant Information

Full Name:   Date:

Address:

Street Address:  Apartment/Unit #:

Mailing Address:

Address:  Apartment/Unit #:

City:  State:  ZIP Code:

City:  State:  ZIP Code:

Phone: ( )  Alternate Phone: ( )

e-mail:  Date Available:  Salary \$

Position Applied for:

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever been a City of Warrenton employee? YES  NO  If yes, when?

Are you now a City of Warrenton employee? YES  NO  Dept.

Do you have relatives employed by the City of Warrenton? YES  NO  If yes, indicate name, relationship, dept.

Do you possess a valid driver's license? YES  NO  State:  Number:

Class : (circle one) A B C Endorsement:

YES  NO

If yes, explain:

### Office Skills

Typing Speed (wpm) : \_\_\_\_\_ Can you operate a computer? Yes \_\_\_ No \_\_\_ Indicate the systems you can operate:

Excel?: Yes \_\_\_ No \_\_\_ Access? Yes \_\_\_ No \_\_\_ Microsoft Word? Yes \_\_\_ No \_\_\_

Publisher? Yes \_\_\_ No \_\_\_ Adobe Acrobat? Yes \_\_\_ No \_\_\_ Autocad? Yes \_\_\_ No \_\_\_

Copiers? Yes \_\_\_ No \_\_\_ Fax Machines? Yes \_\_\_ No \_\_\_ Scanner? Yes \_\_\_ No \_\_\_

Do you speak a language other than English?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, what language?	<input type="text"/>
---	------------------------------	-----------------------------	-----------------------	----------------------

Describe your computer operation skills, including programs used:  Computer Operation

Describe your computer operation skills, including programs used:

### Equipment Operation

Describe your equipment operation skills related to the job for which you are applying:



Education

High School:  Address:

From:  To:  Did you graduate? YES  NO  Degree:

High School Equivalency? YES  NO  School:

College:  Address:

From:  To:  Did you graduate? YES  NO  Degree:

Other:  Address:

From:  To:  Did you graduate? YES  NO  Degree:

Licenses and Certificates

List any school course or vocational training, licenses, certifications, or other qualifications which bear on your suitability for this position:

**EMPLOYMENT HISTORY:** Begin with your present or most recent job. List all jobs separately including on-the-job training, and volunteer work. Please be sure you completely describe in the section below the duties you performed which demonstrate that you are qualified to perform the duties for which you are applying. If in doubt about listing a particular job, it may be to your advantage to list it. Additional pages or a resume may be attached, but all statements on the application must be completed. Incomplete applications may result in disqualification. A resume does not substitute for an application. If a supplemental questionnaire is required, it must accompany this application.

Employment History

Company:  Phone: ( )

Address:  Supervisor:

Job Title:

Responsibilities:

From:  To:  Reason for Leaving:

May we contact your previous supervisor for a reference? YES  NO

Company:  Phone: ( )

Address:  Supervisor:

Job Title:

Responsibilities:

From:  To:  Reason for Leaving:

May we contact your previous supervisor for a reference? YES  NO

Employment History continued



Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO  \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO  \_\_\_\_\_

Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

Consents and Signature

*IMPORTANT: Employment with the City of Warrenton may require transfer to different shifts or work location. In accepting employment with the City you are consenting to such transfers. Federal law requires anyone employed by the City to present proof of identity and proof of authorization to work in the United States.*

*If I am offered this position, I understand that I must pass a drug screen urinalysis before employment and periodically during employment as per the City of Warrenton Administrative and Personnel Policies.6.1.7.*

*If selected for the position, I understand the City of Warrenton will conduct a driving and criminal history background check, and contact my references and past employers unless otherwise declared in the employment history portion of this application.*

*I certify that I am capable of performing the duties outlined in the attached job description.*

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_

.Date: \_\_\_\_\_

Please add your e-mail address here.