



City of Newport, Oregon ENGINEERING TECHNICIAN I

The City of Newport Oregon is seeking a reliable, experienced, and professional Engineering Technician I. This is a non-exempt, part-time position (20 hours per week) with a salary range of \$20.23/hour - \$26.64/hour. Placement in the salary range will be based on the knowledge, skills, experience, and education of the person hired. This position is part of the Newport Employees' Association collective bargaining unit.

The Engineering Tech I position primarily provides field support services for a variety of Public Works capital improvement and maintenance projects. Represents the City and ensures projects are completed in adherence to construction plans and specifications. Assists in the management of engineering records and with the development and maintenance of the Public Works geographic information system (GIS). Review City Business License applications, and administer right-of-way permit program. Review permit applications, issue permits, perform field inspections.

JOB QUALIFICATION REQUIREMENTS:

MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS

Any equivalent combination of education and experience, which provides the applicant with the knowledge, skills, and abilities required to perform the duties as, described. A typical way to obtain the knowledge, skills and abilities would be: High School Diploma or equivalent. An Associate's or equivalent vocational degree in engineering technology or related field. Minimum 1-year experience in a related field.

KNOWLEDGE: The position requires specialized technical knowledge of engineering and/or architectural terminology, practices, procedures, and basic principles. Requires a working knowledge of the laws, regulations, and codes governing municipal engineering and construction. Requires working knowledge of cartographic principles and practices involved in the preparation of working maps. Requires in-depth knowledge of and skill in the use of computer-aided-drafting (CAD) software programs and geographic information system (GIS) software. Requires and in-depth knowledge of common office productivity software and data entry screens sufficient to develop presentations and simulations. Requires a working knowledge of legal property descriptions, deed records, survey files, and other documents and data sources identifying solving boundary and ownership. Requires in-depth knowledge of surveying principles, procedures, and calculations. Proficiency in construction inspection and observation. Demonstrated knowledge of personal protective equipment (PPE) application, use, and care.

SKILLS: Requires sufficient math skills to perform geometric, trigonometry, algebraic cost, and record distances and geographic measures. Skill in the use of personal computers, various related software programs, and standard office equipment. Strong time management, analytical, organization, and prioritization skills. Customer Service orientation and skills. Exceptional interpersonal skills, strong oral and written communications skills with a variety of audiences; ability to communicate complex material in a simple, understandable manner; Competence in Business English, spelling, and punctuation. Strong reasoning, analysis, and problem solving skills combined with excellent judgment and professionalism. Ability to effectively function in an intense work environment with numerous interruptions and conflicting demands; and the ability to work well with managers, supervisors, and employees, as well as the public.

ABILITIES: Ability to perform the essential functions of the position; coordinate and review certain aspects of projects; apply AutoCAD or equivalent computer-aided drafting techniques to assigned drawings and prepare maps, plans, and drafting records; perform detailed work thoroughly, neatly, accurately and efficiently. Requires the ability to properly use and care for drafting equipment, instruments, hardware and software, read and interpret standard field notes, engineering and construction drawings, and technical specifications; perform a variety of engineering computations; to read and interpret maps, aerial photographs, mapping coordinates, survey documents, legal documents boundary information, right-of-way information, and construction blueprints; conduct field data gathering and inspections.

SPECIAL REQUIREMENTS/LICENSES:

Possession of a valid Oregon Driver's License at time of hire.

Confined Space training within 6 months of hire.

Competent Person training within 6 months of hire.

Work Zone Traffic Control (flagger) training within 6 months of hire.

Lock-Out-Tag-Out training within 6 months of hire.

CPR/First-Aid training within 6 months of hire.

Occupational Noise Exposure training at time of hire.

All other trainings required by the City Safety Officer.

DESIRABLE TRAINING/CERTIFICATIONS/LICENSES:

Construction inspection trainings i.e. density testing, aggregates, soils, asphalt, and concrete

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to ten pounds and occasionally lift or move materials up to sixty pounds. The position requires the ability to operate a motorized vehicle. Manual dexterity and coordination are required about 50% of the work period while operating equipment such as computers, keyboards, telephones, standard office equipment, maintenance equipment, and motorized vehicles. Physical exertion may be required to move heavy objects, crawl through tight spaces, and kneel in confined areas. Physical effort may be required to perform heavy manual labor in confined and cramped spaces and uncomfortable conditions, climb ladders, bend, reach, and stand for long periods of time.

TO APPLY: Applicants should submit a completed city application form and a letter clearly identifying how the applicant meets the minimum job qualifications. City application forms are available on the city website at www.newportoregon.gov, or picked up from the City Manager's Office at the Newport City Hall, 169 SW Coast Highway, Newport, Oregon 97365. Application materials should be sent to: City of Newport, Attention: Human Resources, 169 SW Coast Highway, Newport, Oregon 97365, or e-mailed to jobs@newportoregon.gov.

The position is open until 5:00PM on September 29, 2017.

The City of Newport is an EEO employer and veteran's preference provider. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected under state, federal, or local law.

Successful completion of a pre-employment background check is required for all positions. Pre-employment substance screening may be required. An employment offer may be contingent on passing a physical examination for some position classifications. American with Disabilities Act accommodations will be provided upon request.