



City of Klamath Falls

Position Description

Position: Engineering Intern	Group: Non-represented
Department: Development Services	FLSA: Non-Exempt
Evaluated by: City Engineer	Salary Grade: 113

Summary

An employee in this position works under the direction of the City Engineer to perform entry-level technical engineering work, providing solutions to basic problems that arise in the design, review, and construction of City infrastructure and related development projects.

Distinguishing Career Features

The Engineering Technician I position is an internship to entry level career path for the engineering technician pathway within Development Services. The career path includes Engineering Technician I, Engineering Technician II, and Senior Engineering Technician. This classification is distinguished from the Engineering Technician II by the greater complexity of assignments and level of independent decision-making required of the Engineering Technician II classification.

Essential Duties and Responsibilities

- Processes, files, and maintains a variety of records, maps, plans, permits, property descriptions and other related information in both digital and hard copy
- Assists the public with a variety of inquiries and requests for information related to land use development and public works services; researches historical information regarding system construction; pursues and resolves citizen inquiries in area of expertise
- Assists the public in completing Development Services permitting and license processes
- Consults with and provides information to contractors, developers, other City departments, agencies, and the public
- Prepares and files a variety of reports related to activities in assigned area of responsibility
- Assists GIS Coordinator with system information updates in the form of utility location maps for water, sewer, storm, streetlights, geothermal, etc. utilities in GIS and AutoCAD format
- Performs reviews and provides written correspondence of plans and specifications for residential projects
- Perform project management and inspection duties and documentation of basic

construction projects (typically limited to residential development, small commercial development, sidewalk improvements/replacements, etc.). Provide inspection assistance to other Division staff, as experience allows, for capital infrastructure improvement related projects

- Reviews of and performs field inspections of basic traffic control plans for projects obstructing normal traffic circulation
- Reviews of and performs field inspections of basic erosion and sediment control plans for development within City limits
- Maintain City's Franchise Utilities permitting and inspection program
- Other duties as assigned including support for other department staff as required; the scope of the assigned area of responsibility is dependent on departmental structure and is at the discretion of the Development Services Director

Qualifications

- **Knowledge and Skills**

The position requires specialized knowledge of basic principles of civil engineering; construction and inspection methods and materials testing techniques; principles of engineering designing procedures; applicable engineering standards and development codes; principles and terminology of public works; water/sewer systems; geothermal systems; streets and paving; word processing and spread sheet programs.

The position requires basic skills and understanding in using computer software, networks, scanners, plotters and negotiating the storage of data on server systems, as associated with the assignment is desired. The position requires proficiency with Microsoft Office applications and general computer work.

Requires knowledge of the methods and techniques used in citizen involvement and external communications. Requires well-developed human relations skill to conduct persuasive discussions with diverse audiences, present ideas clearly, resolve conflict, and convey technical concepts to others.

- **Abilities**

Read and interpret documents such as construction contract documents including design plans and specifications, standards, requirements; technical instructions in mathematical or diagram form; to write routine reports and correspondence; to perform arithmetic computations; maintain and prepare records and reports; operate a variety of appliances and equipment; establish and maintain effective working relationships. Incumbents must demonstrate the ability to handle job stress and interact effectively with others in the workplace. Ability to respond intelligently and effectively to common inquiries or complaints from customers, regulatory agencies, or members of the business community. The City of Klamath Falls has a specific emphasis on service to our customers. Our goal is to create a positive, productive and courteous atmosphere for our employees and customers. Employees are evaluated on the quality of customer service they provide.

▪ **Physical Abilities**

Requires sufficient ambulatory ability to move about to office and other locations. The employee must regularly lift and/or move up to 60 pounds. Requires auditory ability to carry on audience, ordinary, and telephonic conversation. Requires near and far visual acuity to read detailed maps, drawings, other printed material, computer screens, and observe physical layouts. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. Requires manual and finger dexterity to write and to operate microcomputers and other office equipment. Ability to alternatively sit and stand for sustained periods of time to perform counter work. While performing the duties of this job, the employee is regularly required to: stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel or crouch; and talk or hear. The employee is occasionally required to climb or balance.

▪ **Education and Experience**

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

An associate's degree in engineering, surveying, construction management, mathematics, computer science, or related field from an accredited college.

OR

A high school diploma supplemented with a minimum of one (1) year technical coursework in engineering, surveying, mathematics, construction management, computer science, or related field at the accredited college level.

All education and field experience requirements must be verifiable from records of satisfactory completion.

Applicant must demonstrate:

- Proficiency with Microsoft Office applications and general computer work.
- Knowledge of sitework construction practices, utility designs, commonly used products and materials, and the related function of utility systems.
- Knowledge of computer networks, scanners, plotters, and ability to negotiate the storage of data on server systems, as associated with the assignment.

Prefer a minimum of one (1) year experience in related construction and/or engineering plan review and associated field inspection sufficient to successfully perform the essential duties of the job.

▪ **Licenses and Certificates**

- Valid Oregon Driver's License. New employees establishing resident status in the State of Oregon must obtain an Oregon driver's license within 30 days.
- Possession of licenses and/or certifications associated with the assignment. Within one year of employment a national or state construction inspector certification is desired. Examples include: ODOT General Construction Inspector and/or APWA Certified Public Infrastructure Inspector

- **Working Conditions**

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 qualified individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

- **Pre-Employment**

Job offers for this position are contingent on the individual passing a pre-employment drug screen and fit-for-duty exam.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.