



DEPARTMENT/DIVISION: Development Services

GRADE: 7

GROUP: AFSCME

FLSA STATUS: Non-Exempt

EFFECTIVE DATE: May 1, 2017

SUMMARY

An employee in this position works under the general direction of the City Engineer, or his/her designee, and applies technical engineering knowledge to the solution of problems in the design, construction and maintenance of City infrastructure and related development. May act as a mentor to the Engineering Technician I or others in the department. In addition to their technical duties, employees are expected to demonstrate the shared values of the City of Klamath Falls (rCity) through attitude and action.

This classification is distinguished from the Engineering Technician I by the greater complexity of assignments and level of independent decision-making required of the Engineering Technician II classification.

EXAMPLE OF DUTIES

Duties may include, but are not limited to, the following:

- Provides support and mentoring to Engineering Technician I
- 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 complaints in area of expertise
- Assists the public in completing Development Services permitting and license processes
- Consults with and provides information to contractors, developers, other departments, agencies, and the public
- Prepares and files a variety of reports related to activities in assigned area of responsibility
- Prepares correspondence in response to public inquiry
- Coordinates with internal and external designers, engineers, and property developers for project scope, design, and compliance
- Performs reviews and provides written correspondence of plans and specifications for private residential and commercial development projects
- Perform project management and inspection duties and documentation of private and public construction projects. Projects may include, but not necessarily limited to, private residential and commercial development, publicly dedicated infrastructure improvements, and capital improvement

development from City and other public agency departments. Aid City Engineer and Associate Engineer to inspect and document capital infrastructure related improvements

- Reviews and performs field inspections of traffic control plans for projects obstructing normal traffic circulation
- Reviews and performs field inspections of erosion and sediment control plans for development within City limits
- Provides oversight and assistance with City's Franchise Utilities permitting and inspection program
- Other duties as assigned; the scope of the assigned area of responsibility dependent on departmental structure and is at the discretion of the City Engineer

SUPERVISORY RESPONSIBILITIES

This is a non-supervisory position.

PRE-EMPLOYMENT

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

QUALIFICATION REQUIREMENTS

Education and/or Experience:

A bachelor's degree in engineering, surveying, construction management, computer science, or related field from an accredited college. A minimum of three (3) years experience in engineering plan review and associated field inspection as associated with the assignment. Current technical/professional knowledge of complex principles, methods, standards and techniques associated with the scope of work of a recognized profession, such as:

- Mathematical concepts and drafting techniques; state and local statutes, codes, and regulations; recordkeeping principles and practice, databases and filing systems
- Knowledge of utility designs, commonly used products and materials, and the related function of utility systems.
- Proficiency with Microsoft Office applications and general computer work.
- Skill in using Computer Aided Drafting (AutoCAD), Geographical Information System (GIS), computer assisted drafting equipment and software, networks, scanners, plotters and negotiating the storage of data on server systems, as associated with the assignment.

License/Certifications:

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. Within one year of employment a national or state construction inspector certification is required.

Desired:

Completion of the NCEES Fundamentals of Engineering exam with a passing score is desirable.

Possession of licenses and/or certifications associated with the assignment such as ODOT General Construction Inspector and APWA Certified Public Infrastructure Inspector certifications or others.

Customer Service:

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.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Basic principles of civil engineering; construction and inspection methods and materials testing techniques; principles of engineering designing procedures; applicable standards, requirements and codes; principles and terminology of public works; water/sewer systems; geothermal systems; streets and paving; word processing and spread sheet programs.

Ability to:

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.

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 the job.

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.

The employee must regularly lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

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 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.

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.

