



respect - Communication - Integrity - Teamwork - family

ENGINEERING RECORDS SPECIALIST

DEPARTMENT/DIVISION: Public Works/Engineering

GRADE: 6

GROUP: AFSCME

FLSA STATUS: Non Exempt

EFFECTIVE DATE: July 1, 2011

SUMMARY

An employee in this position works under the general direction of the City Surveyor/ Development Supervisor and is primarily responsible for the creation, documentation, and maintenance of Public Works systems records. Records are maintained in the form of maps, files, plans, specifications, photographs and other documentation.

EXAMPLES OF DUTIES

Duties include but are not limited to the following:

Maintains, updates and files: the Engineering library, water and sewer property data, and line divisions information manuals.

Regularly updates system information in the form of utility location maps for water, sewer, street lights and geothermal utilities in GIS and AutoCAD format.

Maintains construction and maintenance information in file form for reference in both digital and hard copy.

Provides technical assistance to public and construction representatives on current engineering standards. Assists applicants in completing the permit process.

Researches historical information regarding system construction and maintenance to answer question related to engineering activities. Information may be reported in the form of written or verbal communication.

Compiles historical data and field information for all Public Works Divisions.

Provides utility map-quality construction, maintenance, and installation drawings.

As assigned – Provide backup to Engineering Tech I. Performs field work for the City's infrastructure and construction verification.

SUPERVISORY RESPONSIBILITIES

This is a non-supervisory position.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education and/or Experience:

Bachelor's degree in related field or equivalent, with course emphasis in computer assisted drafting (CAD), Geographical Information System (GIS), mathematics, and natural sciences, plus one to two years related experience and/or training; or equivalent combination of education and experience.

KNOWLEDGE, SKILLS and ABILITIES

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

Knowledge of:

Utility designs, commonly used products and materials, and the related function of utility systems; records systems; and Microsoft Project.

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.

Ability to:

Create charts for representation of statistical data, designing of maps related to projects for development meetings and presentations, and ability to manage a records program.

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. 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 is regularly required to sit, stand, and walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear.

The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision 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.

The duties of this position are primarily performed in a well lighted, temperature controlled office environment, with occasional field work in varying weather conditions.

The noise level in the work environment ranges from quiet to moderate depending on the location of work.

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.

