



## EMPLOYMENT OPPORTUNITY

City of Roseburg, Oregon

### ENGINEERING TECHNICIAN II or III

Tech II- \$24.6236 - \$31.4198/hour

Tech III - \$28.5005 - \$36.3699/hour

**Applications open until position filled**



Classification shall be designated based upon knowledge, skills, education and experience of chosen applicant.

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### DEFINITION

Assigned to the Engineering Division of the Public Works Department, this position performs a variety of tasks in the office and field.

**Engineering Technician II:** The Engineering Technician II performs a variety of paraprofessional engineering services related to design, inspection, survey and development activities. This position reports to the Design and Construction Manager. Supervision is not normally a responsibility of this position.

**Engineering Technician III:** The Engineering Technician III performs a variety of complex paraprofessional engineering services related to design, inspection, survey and development activities. This position reports to the Design and Construction Manager. Supervision is not normally a responsibility of this position, but may act as lead worker for temporarily assigned employees, or on special projects.

### ESSENTIAL FUNCTIONS

Unless specifically identified as a “Non-Essential Job Function”, the information included in this job description, and any referenced supplemental documents, is considered an “Essential Job Function”. Temporary modifications to provide reasonable accommodations, or transitional work assignments, do not waive any of the essential functions for this position.

These duties are a representative example; position assignments may vary depending on the business needs of the department and organization.

#### **Engineering Technician II:**

- Processes, files, and maintains a variety of records, maps, plans, permits, property descriptions, etc.
- Assists the public with requests for information.
- Performs inspection of public works projects under construction such as streets, storm drains, water mains, sidewalks and driveways, etc.
- Issues Right-of-Way permits and inspects new and replacement sidewalk, street cuts, water services, storm drainage and other permits.
- Reads and interprets plans and specifications; inspects work in progress to determine conformance with plans and specifications; submits list of corrections to contractor; notes “as-built” changes on plans and maintains records during construction.
- Performs moderately complex design and drafting of public works projects such as street improvements, water lines, storm drains, ADA improvements, park and multi-use path improvements.

- Prepares construction cost estimates for moderately complex public works projects.
- Assists customers with applications for new water services or changes to existing services.
- Maintains and updates the City's digital mapping files including water and storm drainage base maps and related information.
- Inspects traffic control devices and evaluates requests for new traffic control devices.

### **Engineering Technician III:**

- Performs all tasks required of an Engineering Technician II classification.
- Supervises and performs inspection of public works projects under construction such as streets, storm drains, water mains, sidewalks and driveways, etc.
- Works closely with consulting engineers to ensure projects are on schedule and within budget. Attends project kickoff meetings, design workshops, etc. Reviews consultant invoices for accuracy.
- Prepares correspondence, technical reports, proposals, contracts, bid documents, etc.
- May draft agenda item memos for Public Works Commission agenda items.
- Upholds the values of the organization and has strong customer service orientation.
- Must have the ability to handle job stress and interact effectively with others in the workplace.
- Scope of assigned area of responsibility will depend on departmental structure and is at the discretion of the Division Head.
- Performs other related projects and duties as assigned.

### **KNOWLEDGE, SKILLS & ABILITIES**

- Considerable knowledge of the principles, practices, and techniques of civil engineering, capital construction projects; design, materials, and equipment associated with public works projects.
- Performs complex design and drafting of public works projects such as street improvements, water lines, storm drains, ADA improvements, park and multi-use path improvements, etc.
- Scope of assigned area of responsibility will depend on departmental structure and is at the discretion of the Division Head.
- Assists the public with requests for information.
- Upholds the values of the organization and has strong customer service orientation.
- Must have the ability to handle job stress and interact effectively with others in the workplace.
- Performs other related projects and duties as assigned.
- Technical knowledge of the activities required for public works project design and inspection.
- Ability to perform design and drafting work required by the classification.

- Knowledge of water and storm drainage utilities.
- Excellent verbal and written communication skills.
- Ability to interpret City policies and standard and communicate those to the general public.
- Ability to read, interpret, and write technical reports.
- Ability to analyze information and make decisions.
- Considerable knowledge of customer service principles and techniques.

#### **WORK STANDARDS**

- Regular attendance and punctuality.
- Speak and act truthfully.
- Exhibit self-control.
- Detail-oriented.
- Conduct oneself with integrity, morality, character, and trustworthiness.
- Accept supervision and constructive criticism.
- Thorough when completing work tasks.
- Calmly and effectively process high stress situations.
- Reliable, responsible, and dependable.
- Willingness to take on responsibilities and challenges.
- Independence of action is stressed.

#### **EDUCATION & EXPERIENCE**

Education and experience requirements listed are minimum standards. Other equivalent combinations of education, certifications, training, and experience may be considered.

##### **Education:**

**Tech II:** Graduation from high school or completion of the equivalent GED Certificate.

**Tech III:** Associates degree from an accredited institution in engineering technology or related field.

Bachelor's degree from an accredited institution in engineering technology or related field is desirable.

Fundamentals of Engineering (FE) Certificate is desirable.

##### **Experience:**

**Tech II:** Two years of progressively responsible experience necessary to perform the job effectively.

**Tech III:** Three years of progressively responsible experience necessary to perform the job effectively.

Any satisfactory equivalent combination of experience, education and training sufficient to successfully perform the essential duties of the job such as those listed above.

#### **SPECIAL REQUIREMENTS & CERTIFICATIONS**

Possession of a valid driver's license by date of hire. New employees establishing resident status in the State of Oregon must obtain an Oregon driver's license within 30 days.

Completion of a background investigation to the satisfaction of the City.

Post-offer physical including drug screen.

## WORKING CONDITIONS

The City of Roseburg is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon's Disability Accommodation and Discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. The City of Roseburg will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on the City of Roseburg's operations, or a safety risk to employee or coworkers, or removes an essential job function. Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary, to enable the employee to perform the essential duties of a position, or to participate in the employment process. To discuss an accommodation request, please contact John VanWinkle, Human Resource Director.

While performing the duties of this job; work is generally performed in an office environment but may require frequent fieldwork and occasional light lifting. Requires the ability to sit, key board, write, hear and speak for extended periods of time. May be exposed to all forms of temperature and inclement weather, varied terrain, dust, chemicals and various irritants. Requires the ability to hear in a busy environment with distractions and vision to read and understand complex engineering drawings and contract documents. May be exposed to moving vehicles and equipment.

The factors described herein, are representative of, but not all-inclusive of, those that must be met by an individual to successfully perform as an Engineering Technician II or III.

## BENEFIT SUMMARY

The City of Roseburg provides a comprehensive benefit package to employees including Medical, Vision, Dental, Long Term Disability, Life Insurance and various voluntary benefits including MASA Medical Transport Solutions and Aflac. The City participates in the State of Oregon Public Employees Retirement System (PERS) and currently pays the entire contribution on behalf of employees. All full-time employees working over 20 hours per week are eligible for medical benefits the first of the month following their date of employment. Links to the complete benefits resource guide can be found at: <https://www.cityofroseburg.org/departments/human-resources/employee-benefits>

### Insurance Benefits:

- Medical, vision and dental benefits for employee and family, paid at 100% by the City with the opportunity to buy-up to a lower deductible plan.
- Life and Accidental Death and Dismemberment Insurance – policy value of \$25,000 paid by the City.
- Long-term disability insurance provided by the City.
- Health Reimbursement Account (HRA-VEBA) contributions provided by the City.

### Additional Benefits:

- Paid vacation, sick leave, and holidays.
- Employee Assistance Program (EAP)
- The City has a fully equipped fitness center available 24 hours a day.

## **VETERANS' PREFERENCE**

The City of Roseburg follows Oregon law regarding Veterans' Preference, you must complete the Veteran's Preference Form and attach a copy of your DD214 / DD215. If you are a disabled veteran, you must also include a copy of your Veteran's Administration benefit summary/award letter with your application.

**How to Apply:** Complete an application form available via one of the following methods.

Electronically: <https://www.cityofroseburg.org/departments/human-resources/employment>

In-Person: City of Roseburg – Administration, 900 SE Douglas Avenue, Roseburg, OR 97470

Email: [jobs@cityofroseburg.org](mailto:jobs@cityofroseburg.org)

Submit completed application to Human Resources by the closing date listed in the job announcement. Applications must be received or postmarked no later than 5:00 p.m. on the closing date. All required documents should be presented with the application. Resumes are accepted in addition to, not in lieu of, the City of Roseburg application form.

Selection Process: Applications are thoroughly reviewed and screened by the Human Resources Office. Since these are competitive selection processes, applicants whose backgrounds appear to most closely match the needs of the particular vacancy will be considered. Once the screening is complete, Human Resources notifies all candidates of their status. This process can take from one to four weeks after the closing date. Due to the number of applicants and the limited number of job opportunities, not all applicants proceed in the recruitment process.

The City of Roseburg does not discriminate on the basis of disability in the admission to, access to, or operations of its programs, services or activities. The City of Roseburg does not discriminate on the basis of disability in its hiring or employment practices.

Questions: Please direct questions to City of Roseburg Administration, Human Resources office at 541-492-6866. Telephone job line: 541-492-7010 (voice message listing current opportunities)

**Equal Opportunity Employer**

## Roseburg – The Hub of Southern Oregon

The City of Roseburg is situated at the heart of the Hundred Valleys of the Umpqua in scenic, Southwestern Oregon. On Interstate 5, it is 67 miles south of Eugene, and 123 miles north of the California border. Traveling by State Highway 38/138 or 42, Roseburg is about 80 miles inland from the Pacific coastal communities Reedsport and Coos Bay. Highway 138 continues east from the city along the North Umpqua River. It is 79 miles to Diamond Lake at the summit of the Oregon Cascades and just 20 miles more to Crater Lake National Park.

The elevation is 465 feet, and features a mild, fair seasonal climate. Winters are cool without much freezing and provide most of the rainfall that brings blossom-filled springs. A warming trend begins in April and May, continuing into the summery days of July and August. Fall weather is pleasant and crisp, producing brilliant leaf colors in late October. The Hundred Valleys of the Umpqua have been compared geographically and climatologically with Italy and Southern France. Extremes of heat and cold are rare. The summer humidity is low and snowfall is rare on the valley floor. The normal growing season is 217 days. Roseburg enjoys one of the lowest average wind velocities in the United States.

Roseburg is the county seat and largest city in Douglas County. The population is 23,701 with an urban daytime population of approximately 60,000. Roseburg is the hub of retail, government activity and medical services for Central Douglas County. The City is served by Roseburg School District #4, which has an excellent reputation and community support. Umpqua Community College is 5 miles north of the City and offers a varied curriculum with extensive adult education and community oriented classes. Multiple locations at the college are available for cultural activities, and there is a thriving community theater group with its own venue in a city park.

The city boasts numerous park areas, including tennis courts, soccer and ball fields, a 9-hole golf course, skate park, disc golf course, dog park and walking trails. Roseburg is the location of choice for many who seek a high quality living environment at a reasonable price. Various community events, including Graffiti Week, Art and Wine Festivals and Music on the Half Shell, among others, are held throughout the year for local residents and tourists.

For Roseburg area tourism information go to [www.experiencerooseburg.com](http://www.experiencerooseburg.com)

There are numerous shopping opportunities from specialty shops in historic downtown to nationwide chain stores. Housing is available in various price ranges. Roseburg's economy has diversified in recent years while still retaining strong ties to its natural resource base. Efforts to bring clean industries and new jobs to the area have been fruitful and are continuing through support by a coalition of government agencies and funding. In recent years, the retirement and senior population has grown considerable, and various residential facilities have been constructed to meet the needs of this segment of population.

Local wineries are an expanding area of economic development with many being recognized in national and international competitions. Umpqua Community College built the Southern Oregon Wine Institute as a center for classes, a training winery and activity center to prepare students for jobs in the industry and to function as a research industry for all of Southern Oregon.

