



## ***JOB DESCRIPTION***

## ***CITY OF SILVERTON, OREGON***

*This description, overview and expectations do not constitute an employment agreement with the City of Silverton and are subject to change by the City as the needs of the City change.*

**POSITION TITLE:** GIS/Field Technician I

**DEPARTMENT:** Public Works

**FLSA STATUS:** Non-Exempt

**SALARY GRADE:** Grade 12

**REPRESENTATION:** None

### **GENERAL POSITION SUMMARY:**

Under direct supervision, performs basic engineering work of a technical nature in support of Public Works and Community Development Departments for civil works projects, City mapping, permit reviews and construction inspection. Projects are reviewed by the Public Works Director.

### **DISTINGUISHING CHARACTERISTICS:**

(Geographic Information System) GIS/Field Technician I is the entry-level position. Incumbents perform supportive and technical tasks in engineering, construction and permit processing as assigned. Completed work is reviewed for accuracy and compliance with instructions by the Public Works Director.

### **ESSENTIAL JOB FUNCTIONS:**

- Assists in the preparation of and/or interprets specifications, plans, estimates, and reports pertaining to the construction, maintenance, and operation of a variety of engineering, land development, utility, and other capital improvement projects.
- Conducts a variety of surveys for creation of sidewalks, utility lines, and topography maps, collecting all pertinent information to create useful maps, issuing work orders required for construction activities to public clients, and evaluating building plans for compliance with public works standards.
- Performs basic design and drafting duties in connection with streets, storm drains, and other utility projects.
- Performs basic field, office, and computer-aided studies and prepares periodic and special reports based on findings from research, studies, and surveys; and makes recommendations on findings.
- Performs construction inspections of public works construction projects and private development projects relating to City's right of way (ROW) infrastructure to ensure compliance with contract documents and current City/Americans with Disability Act (ADA) standards.
- Calculates cost estimates and participates in the development of contract documents for capital improvement projects.
- Maintains and updates department website, records, tracking lists, permit records, and files of engineering plans, including grading, encroachments, improvements, storm drain, landscaping, and final maps.

**NON-ESSENTIAL FUNCTIONS:**

- Responds to suggestions and complaints regarding public works issues from the public and contractors.
- Administers the sidewalk repair program.
- Has input with the Community Development Department in reviewing new street names and issues public improvement rights-of-way permits separately or related to residential and commercial building permits.
- Assists the Public Works Director or Operations Manager in various special project tasks such as requests for proposals, preparing contract documents, bid advertisements, bid tabs, bid reviews and recommendations.
- Assists in field surveys, when required.
- Utilizes Computer-Aided Drafting and/or ESRI ArcGIS software to create and modify engineering drawings, sketches, plot plans, site lay-outs, topographic maps, improvement plans, and illustrative graphics, such as charts, illustrations, graphs for reports, drawings for design manuals, and other projects (preferred)
- Other related duties as assigned which may include participation on the City Emergency Management team.

**Job Specifications:**

- One (1) year of related work experience, and
- Associate degree in civil engineering technology, preferred.

**AND**

- Possess valid Oregon driver's license or ability to obtain by time of appointment.

**Knowledge Required:**

- Basic principles, practices, methods, laws, and regulations involving the design, construction, and maintenance of projects.
- Basic Auto-CAD and ESRI-GIS and its use and methods related to municipal engineering design and mapping
- Basic principles and practices of technical civil engineering drafting and surveying including equipment, computers, principles, problems, techniques, and practices.
- Basic engineering mathematics, report writing practices and procedures.
- Basic cartographic principles and standards
- Applicable Federal, State, and local laws, codes, and regulations.
- Modern office procedures, software, and equipment

**Skills and Abilities**

- Prepare a variety of plans, specifications, maps, graphic materials, cost estimates, and technical engineering reports
- Perform responsible technical engineering support work with accuracy and speed.
- Read and interpret engineering plans, technical drawings, specifications, and subdivision maps.
- Perform standard engineering design under professional engineering supervision.

- Make and record accurate field engineering observations.
- Use engineering, drafting and surveying instruments and equipment.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Write technical reports or memos
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines
- Demonstrate effective interpersonal communication skills; be able to impart technical information to a variety of both technical and non-technical residents, coworkers, engineers and contractors.
- Maintain effective working relations with other employees, contractors and the public
- Perform essential functions in a safe manner and according to safety policies and procedures.

**Physical Activities/Requirements:**

This position is office oriented with trips to worksites and construction zones for the purpose of reviewing and inspecting work for completion to requirements. The position requires the ability to engage in moderately physical activity moving weights of up to 50 lbs., driving city vehicles, being out in the weather, and occasional overtime as required.

*This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related, or logical assignment to the position.*

**Cory Misley**  
City Manager

Adopted: March 2024