



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 changes.

POSITION TITLE: GIS/FIELD TECHNICIAN II
DEPARTMENT: PUBLIC WORKS
FLSA STATUS: Non-Exempt
SALARY GRADE: Grade 15
REPRESENTATION: None

GENERAL POSITION SUMMARY:

Under general supervision, performs specialized support and technical assignments of moderate to advanced difficulty applying technical knowledge in the areas of engineering, construction inspection, drafting, and engineering calculations. Has experience explaining policies and procedures to the public. Independently responsible for data analysis and functions of the Geographical Information System (GIS).

DISTINGUISHING CHARACTERISTICS:

GIS/Field Technician II is responsible for performing engineering, construction, or permit processing tasks using independent judgement and specialized technical knowledge. Incumbents produce a variety of project-related technical materials, correspondence, documents, and plans. The GIS/Field Technician II is experienced in compliance with standards and policies of a variety of public works projects and processes. GIS/Field Technician II may provide work coordination for positions such as GIS/Field Technician I or interns.

Essential Functions

- Prepares 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 mapping and drafting duties in connection with streets, storm drains, and other utility projects.
- Performs field, office, and computer functions to prepare periodic and special reports based on findings and makes recommendations on findings.
- Conducts and coordinates GIS map and data production, including from outside consulting firms
- Maintains the City's infrastructure base mapping for the purpose of constructing and

maintaining public works facilities and providing resource information to other departments and the public. Directs flow of base mapping and other work for temporary staff.

- Performs complex inspections of public works construction projects and private development projects relating to City's ROW infrastructure to ensure compliance with contract documents and current City/ADA standards. Activities include inspection testing, quantities calculations, pay estimates, problem/conflict resolution with contractors and affected public, inspection reports, change orders, punch lists and as-builts for new public works facilities construction.
- 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.
- Confers with Public Works Director and Public Works Project Manager to determine construction project details and conditions and may participate in decision-making process.
- 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
- Presents analysis results.

Non-Essential Functions

- Provides excellent customer service by assisting with public inquiries; explains and interprets codes, policies, standards, fees, and procedures to members of the public, contractors, engineers, architects and other public or utility organization employees to resolve issues, improve their understanding of City programs and to ensure adherence to procedures in complex technical matters.
- Administers the sidewalk repair program.
Responsible for assigning/changing property addresses within the City limits and works closely with utility companies, developers, and other agencies to distribute the information. Works closely with the Community Development Department in reviewing new street names and public improvement rights-of-way permits separately or related to residential and commercial building permits.
- May work with Public Works Operations Manager or the Public Works Director in various special project tasks such as requests for proposals, preparing contract documents, bid advertisements, bid tabs, bid reviews and recommendations. May coordinate traffic counters and other public infrastructure data collection, when required. Performs field surveys, when required.
- Other related duties as assigned which may include assisting with emergency management coordination.

JOB SPECIFICATIONS:

Any combination of training and experience, which would provide the required knowledge, skills, and abilities, is qualifying.

- Associate degree in civil engineering technology with coursework in Auto-CAD/Autodesk Civil 3D, GIS software including ESRI Arc GIS, and
Minimum four (4) years of related work experience or an equivalent combination of all the above

OR

- Bachelor's degree in civil engineering and
Minimum two (2) years of related work experience

AND

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

Knowledge Required:

- Civil engineering principles, practices, methods, laws, and regulations involving the design, construction, and maintenance of projects.
- Extensive knowledge of ESRI-GIS and its use and methods related to municipal engineering design and mapping.
- Principles and practices of technical civil engineering drafting and surveying including equipment, computers, principles, problems, techniques, and practices.
- Technical engineering mathematics, report writing practices and procedures.
- Cartographic principles and standards
- Understanding of advanced mathematics, including algebra and trigonometry
- Project management principles, practices, and techniques
- Applicable Federal, State, and local laws, codes, and regulations.
- Modern office procedures and equipment

Skills and Abilities

- Prepare a variety of plans, specifications, maps, graphic materials, cost estimates, and technical engineering reports
- Modify engineering drawings, topographic maps, improvement plans, and illustrative graphics using Computer-Assisted Drafting (CAD) software.
- 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 mathematical calculations and accurate engineering computations and drawings.
- Make and record accurate field engineering observations.
- Use engineering, drafting, and surveying instruments and equipment.
- Prepare clear and concise correspondence, policies, procedures, and written reports.
- Apply technical research methodologies and write technical reports.
- 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
- Proficiency with survey instruments, drafting in Auto-CAD, and mapping and database construction in ESRI-GIS
- Perform essential functions in a safe manner and according to safety policies and procedures.

Physical Activities/Requirements:

This position is primarily office oriented with occasional 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