



CITY OF SILVERTON
JOB ANNOUNCEMENT 24-09

The City of Silverton is an Equal Opportunity Employer

Job Title	GIS/Field Technician I or GIS/Field Technician II (Depending on Experience)
Job Hours	8:00 a.m. to 5:00 p.m., Monday – Friday
Hourly Range	<i>GIS/Field Technician I \$24.5575 to \$31.3423</i> <i>GIS/Field Technician II \$28.4284 to \$36.2826</i>
Benefits	Excellent benefits package, including Oregon Public Employees Retirement System
Location	Silverton City Hall 306 S. Water Street, Silverton, OR 97381
Application Dates	<ul style="list-style-type: none">• Open –April 1, 2024• First review will take place April 25, 2024 (<i>must submit City of Silverton Employment application to be included in review</i>)• Position Closes May 10, 2024
To Apply	Please visit www.silverton.or.us/jobs for application materials and complete job description. Applicants should attach all of the following and submit to HR@silverton.or.us or deliver to City Hall: 1. Resume 2. Completed City of Silverton Employment Application
Veterans' Preference	Candidates eligible for Veterans' Preference must complete a City Veterans' Preference Form (available with City of Silverton Application) and include appropriate documentation to receive Veterans' Preference points.

Are you passionate about maps and data? CHART YOUR COURSE WITH US! Join our team!

POSITION SUMMARY

TECH I: 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.

TECH II: 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).

JOB SPECIFICATIONS:

TECH I:

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.

TECH II:

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:

TECH I:

- 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

TECH II:

- 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

ESSENTIAL FUNCTIONS:

TECH I:

- 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.

TECH II:

- 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.

The City of Silverton is an equal opportunity employer and values diversity in our workplace.