



**COLUMBIA COUNTY, OREGON**  
**JOB TITLE: ENGINEERING TECHNICIAN I**  
**DATE: JUNE 1, 2025**

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<b>EXEMPT (Y/N):</b>	No	<b>CLASSIFICATION:</b>	CSC
<b>DEPARTMENT:</b>	Public Works	<b>JOB CODE:</b>	415
<b>SUPERVISOR:</b>	Assistant Director, Public Works	<b>SALARY RANGE:</b>	26
<b>UNION (Y/N):</b>	Yes	<b>LOCAL:</b>	AFSCME 697

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**GENERAL STATEMENT OF DUTIES:** Perform a variety of para-professional engineering field, shop, and/or office work in support of Public Works engineering and maintenance programs and projects. Under supervision, provide technical assistance to department personnel and direction to contractors, consultants, developers, and the public regarding county standards, public right-of-way management, and applicable laws, rules, and regulations. This position is the primary departmental contact for road- and right-of-way-related permits.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other related duties may be assigned.

Perform designated shop and office duties as may be required for specific jobs, such as project tracking, preparing and interpreting plans for construction, interpreting a variety of maps and drawings, and/or preparing accident diagrams.

Participate in the collection of road condition, survey, and mapping data.

Meet with contractors, consultants, developers, and the public regarding county projects, standards, and public right-of-way management.

Review, coordinate, and approve right-of-way permit applications related to infrastructure, utilities, drainage, and traffic control plans for conformance to applicable standards and ordinances related to public and private projects.

Perform fact finding office and field work, gather background information, and present information to supervisor for action by the supervisor or Director regarding code enforcement for unpermitted work within the row or fences blocking the row.

Perform field engineering work, involving surveying, inspections, construction observation, road-related permitting, environmental permitting, pavement management, project management, and construction administration, as requested with some guidance.

Review and prepare legal descriptions related to right-of-way, grant deeds, and lot line changes.

Prepare a variety of maps and exhibits for decision making bodies like the Transportation Roads Advisory Committee, the Board of County Commissioners, and other occasional meetings.

Provide technical assistance regarding public right-of-way management, to include road vacations.

Perform construction inspection of public improvement and capital improvement projects.

Perform in-person, written, virtual, and telephone customer service related to road-related permits, submittal, payment, and processing.

Participate in traffic studies, including manual counts, speed surveys, and the collection and analysis of other traffic related duties.



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Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

**SUPERVISORY RESPONSIBILITIES:** Supervision of employees is not a responsibility assigned to this position.

**SUPERVISION RECEIVED:** Work is performed under the general direction of the Assistant Public Works Director, who provides policy, procedure, and administrative direction and reviews performance.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION and/or EXPERIENCE:** Equivalent to a two-year degree with major coursework in engineering or surveying technology, construction management, or related field. Two years' work experience or as an intern or work study related to engineering may count towards experience. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities, may be substituted for the above requirements.

**DESIRABLE QUALIFICATIONS:** Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must possess a valid driver's license and be insurable under the county's liability policy.

**KNOWLEDGE, SKILL, AND ABILITY:** Basic knowledge of civil engineering, surveying and drafting principles, practices, and procedures as applied to roads, bridges, traffic control, and facilities. Basic knowledge of laws, rules, codes, regulations, and ordinances related to engineering and surveying projects. Knowledge of materials, methods, and equipment used in construction related to roads, bridges, and facilities. Knowledge of traffic engineering fundamentals.

Skill in business software, mark-up and PDF editing software and Microsoft Office products. Attention to detail is a must.

Ability to:

- Organize, prioritize, and produce an accurate work product and meet deadlines.
- Express ideas effectively, both verbally and in writing. Use sound judgment.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as part of a team.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.



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- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Enforce all laws, regulations, ordinances, and standards consistently to ensure compliance and to protect the public's health and safety.
- Multi-task, prioritize, and accomplish quickly and efficiently a large number of diverse tasks.
- Perform detailed work involving written or numerical data and to make arithmetical calculations rapidly and accurately.
- Meet requests for information and task completion from a diverse clientele in a timely manner.
- Act effectively and decisively in emergency situations.

**SPECIAL NECESSARY QUALIFICATIONS:** Must be able to pass a pre-employment background and drug screening.

**PHYSICAL DEMANDS:** The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds. Field activity may require additional physical demands, such as walking, bending, stooping, climbing, etc., and occasionally lifting up to 100 pounds and/or moving equipment which may weigh 50 pounds.

**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 individuals with disabilities to perform essential functions.

Work time is split between a general office environment and field activities. The performance of field work may require walking over various terrains or other hazards, including unimproved areas, and exposure to various weather conditions, including extremes of hot and cold and wet weather. Travel is necessary, requiring the operation of a motor vehicle, often to remote areas. May be required to travel at nighttime or on weekends or in inclement weather.

***To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.***

***Columbia County has the right to revise this job description at any time.  
This description does not represent in any way a contract of employment.***