



**COLUMBIA COUNTY, OREGON**  
**JOB TITLE: ENGINEERING TECHNICIAN I**  
**DATE: DECEMBER 1, 2023**

---

<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

---

**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. 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. Perform field engineering work involving surveying, inspections, construction observation, road-related permitting, environmental permitting, pavement management, project management, and construction administration.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other related duties may be assigned. Perform higher level technical engineering work, including, but not limited to, design, traffic, land development, and/or capital improvements.

Design and prepare plans and specifications for public works projects, including streets, storm drains, and related projects. Research project design requirements. Perform calculations and prepare estimates of time and material costs.

Investigate field problems affecting property owners, contractors, and maintenance operations. Resolve problems or refer to supervisor or Director, as appropriate.

Assist in procurement and administer contracts, project requirements, and standards. Define and negotiate contract changes. Coordinate and review the work of outside consultants. Apply project management principles to ensure projects are completed in accordance with established county standards and specification requirements, schedules, funding source requirements, and budgets; and recommend all payments and billing for contracted services related to assigned projects.

Prepare technical reports encompassing raw technical data for related projects, including those funded under grants.

Participate in the check, review, and processing of plans for private developments affecting county streets, sewers, drains, and related public works facilities. Assure compliance with appropriate codes, ordinances, rules, and regulations.

Prepare special engineering studies and reports, as required.

Coordinate public works activities with other county departments, divisions, sections, and outside agencies.

Participate in long- and short-range public works and community development planning efforts and studies.



**COLUMBIA COUNTY, OREGON**  
**JOB TITLE: ENGINEERING TECHNICIAN I**  
**DATE: DECEMBER 1, 2023**

---

Perform designated shop and office duties as may be required for specific jobs, such as using computer-aided drafting, 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 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, improvements, or obstructions within the right-of-way.

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 improvements and capital improvement projects.

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

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. This position may nominally supervise or assist other employees in training.

**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.



**COLUMBIA COUNTY, OREGON**  
**JOB TITLE: ENGINEERING TECHNICIAN I**  
**DATE: DECEMBER 1, 2023**

---

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

**DESIRABLE QUALIFICATIONS:** State certification as an Engineer in Training preferred. 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:** Thorough knowledge of civil engineering, surveying and drafting principles, practices, and procedures as applied to roads, bridges, traffic controls, and facilities. Considerable knowledge of laws, rules, codes, regulations, and ordinances related to engineering and surveying projects. Considerable knowledge of materials, methods, and equipment used in construction related to roads, bridges, and facilities. Knowledge of traffic engineering fundamentals. Knowledge of materials testing and results interpretation.

Skill in business software, computer aided design 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.
- 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.
- Prepare, assemble, and produce clear and detailed cost and progress reports.
- 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.



**COLUMBIA COUNTY, OREGON**  
**JOB TITLE: ENGINEERING TECHNICIAN I**  
**DATE: DECEMBER 1, 2023**

---

**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.***