

Organization: Roseburg Urban Sanitary Authority (RUSA)

Location: Roseburg, Oregon

Department : Engineering

Job Title: Engineering Technician I

Date: December 2022

Category: ENG TECH I

Level: 10

FLSA Status: Non-exempt

JOB SUMMARY:

The Engineering Technician I position performs moderately complex, technical, sub-professional engineering and drafting work. Work involves responsibility for the skilled use of engineering and related skills in a variety of activities including field surveys, sanitary sewer improvements both public and private, preparation and updating of GIS maps, computer-aided drafting (CAD), maintaining and updating infrastructure management software databases, and construction inspection and record keeping. Work responsibilities also include communication with the public, maintenance of records, completing mathematical computations, preparation of informational materials, and drafting.

SUPERVISION RECEIVED AND EXERCISED:

Employees work under the general supervision of the Engineering Technician III Supervisor. May be supervised by employees of a higher classification. Supervision of other employees is not a responsibility of this classification.

MINIMUM QUALIFICATIONS:

- Must pass the pre-employment background check
- Must have an Oregon Driver's License and have a driving record that meets Roseburg Urban Sanitary Authority's driving standards.
- Must pass a post-offer physical.
- Must pass a pre-employment drug screening.
- High School diploma, or completion of a GED® Certificate. Classes in mathematics, including trigonometry and computer-aided drafting (CAD).
- Any combination of experience and training that demonstrate possession of knowledge, skill, and abilities as listed, and the ability to perform the essential job functions.

DESIRABLE QUALIFICATIONS:

- Completed 1 year of college-level study in the field of engineering, surveying, drafting, or water quality technology.
- One year of experience in CAD work and surveying.

POST-EMPLOYMENT MINIMUM REQUIREMENTS:

- Obtain a Wastewater Collection System Operator, Grade I certification from the Oregon DEQ within 18 months of hire.
- Obtain a Limited Plumbing Inspector license from the Oregon State Building Code Division within 3 years of hire.

KNOWLEDGE, SKILL, AND ABILITIES:

- Knowledge of drafting methods and CAD programs.
- Working understanding of using surveying equipment, methods, maps, calculations, notes, and records.
- Ability to perform computations using a calculator.
- Working knowledge of Geographic Information Systems (GIS).
- Knowledge of engineering drawings and specifications.

- Prepare clear and concise written reports.
- Perform mathematical calculations.
- Sketch and draw “as-built” drawings, maps, and plans.
- Follow oral and written instructions.
- Use modern office equipment including personal computers and software.
- Maintain effective working relations with others.
- Communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with coworkers and the public.

ESSENTIAL JOB FUNCTIONS:

- Perform updates to the Authority’s GIS and link multiple databases to drawing elements of the GIS map.
- Perform site inspections of sanitary sewer improvement both public and private.
- Generate “as-built” drawings and construction notes for public and private sanitary sewer improvements.
- Record engineering and technical information into a personal computer or other devices.
- Notify and resolve conflicting data with other Authority staff.
- Communicate a variety of technical information including existing policies and procedures to citizens or Authority employees.

PHYSICAL REQUIREMENTS:

- Exert up to 60 pounds of force occasionally and/or up to 34 pounds frequently, and/or up to 14 pounds constantly to move objects.
- Perform tasks that may require the incumbent climbing, stoop, kneel, crouch, crawl reach stand, walk, push, pull lift, using manual dexterity, and perform repetitive motions with or without reasonable accommodations.
- Express or exchange ideas by means of the spoken word.
- Receive detailed information through oral communication.
- Visual acuity necessary to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; expansive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspections); using measuring device; and/or assembly of fabrication of parts at distances close to the eyes.
- Work is performed where employees are subject to both internal and external environmental conditions.

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 essential 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 classification, 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 classification.