



Engineering Technician I

Class code: 302

Employee Group: SEIU

Salary Range: 18

I. Position Summary

Under immediate supervision, to assist in engineering and/or surveying work in the location, design, construction, inspection, or operation of engineering projects or cadastral surveying; to provide reliable and accurate survey data to the public and other agencies and departments; and to serve as a member of a survey party.

II. Distinguishing Features

This is the first level class in the Engineering/Survey Technician series. This class is differentiated from the journey level Engineering/Survey Technician in that this entry level class provides on-the-job training to employees with limited related work experience. Assignments are generally limited in scope, contain fairly routine tasks and are performed within a procedural framework established by higher level employees. As experience is acquired, the employee performs with less immediate supervision. The employee works in the presence of his/her supervisor or in a situation of close control and easy reference.

III. Examples of Essential Position Duties

- Researches requests for land surveys; reviews manuals, maps, deeds and other recorded documents and related written materials for pertinent data.
- Researches and evaluates restoration of public land corners; prepares written records for recordation.
- Coordinates search and restoration of land corner with the Bureau of Land Management; provides survey information on file with the county.
- Indexes and files past and present survey and road records.
- Performs field surveys and check subdivisions; calculates Oregon State plane coordinate values on public land corners; maintains a database of coordinates.
- Assists in the design and construction inspection of road projects.
- Responds to public inquiries concerning private property survey issues and concerns; explains department policies and procedures.
- Attends preconstruction meetings; researches and determines need for permits; enforces permit regulations.
- Informs contractors of placement of existing utilities; inspects completed work on utility projects; ensures roads are returned to preconstruction condition.
- Uses surveying equipment to establish lines and grades and to make calculations in the field.
- Prepares and maintains field notes.
- Develops and maintains a Geodetic Control Database of reference maps and descriptions.
- Operates computer aided design programs to complete drafting duties.
- Prepares monthly and final pay estimates.
- Maintains a variety of records, reports, logs, memoranda and files.
- Opens office in the mornings; provides office coverage in the absence of regular personnel.

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- Performs traffic control flagger duties.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Overtime may be required.
- Performs other related duties as assigned.

IV. Knowledge, Skills and Abilities

Requires significant knowledge of principles, equipment and techniques used in surveying; mathematics including geometry, algebra and trigonometry. Ability to use precision survey instruments including the maintenance of transits, theodolites, levels and electronic measuring devices and computers; interpretation of fragmentary evidence, and application of cadastral surveying law and procedures; communicate effectively orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work; use advanced mathematics to make calculations related to assigned work; prioritize work and meet established deadlines; use a variety of office machines, surveying tools and equipment including computers and peripheral equipment, survey truck, power generator, pavement breaker, hubs, stakes, and lath; use and operate calculator, theodolite, disto meter, hand and staff compasses; interpret and explain department policies and procedures as necessary.

V. Minimum Requirements (*Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions*)

Education and Experience

- A combination of education and experience equivalent to completion of the twelfth grade AND one year of work related experience (college course work in related field may be substituted for experience); OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

Licenses, Certificates and Other

Must have a valid driver's license with an acceptable driving record.

Physical Demands (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Requires the ability to perform field surveys including exertion of a moderate amount of physical effort; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements such as drafting, drawing, data entry, and/or use of other office equipment or supplies; must be able to perceive forms and colors; may require the ability to operate a motor vehicle.

Working Environments

Work is performed in both an office and in the field where incumbents are exposed to adverse weather, including extreme temperatures, rain, snow, sleet and hail. Incumbents are also exposed to dangerous or

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unpleasant conditions and substances, including noise, dust, chemicals, paint, traffic hazards, noxious plants and wildlife. May include exposure to disruptive people.

VI. Additional Information

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Revised: 11/17