



POSITION: Engineering Technician / Construction Inspector
Community Development / Engineering Department

Duties include but are not limited to:

Performing routine technical engineering related work for design and drafting, plan review, cost estimating, construction management, inspection and surveying for Public Works projects. Also provides the public with accurate information from existing Engineering records. Creates maps and drawings of various types, using Computer Aided Drafting (CAD) and Geographic Information System (GIS) software. Job description attached.

SALARY

RANGE: Grade 12: \$3,228 - \$3,968 per month. Excellent City benefit package when eligible. This position is represented by the City of Redmond Employee Association.

MINIMUM

QUALIFICATIONS:

Graduation from an accredited technical school or community college with major studies in engineering, or a minimum of two (2) years of job experience and training in a full range of civil engineering tasks to include one (1) year of CAD experience, or any equivalent combination of experience and training which demonstrates the ability to perform the above described duties.

DESIRABLE

REQUIREMENTS:

Geographic Information System (GIS) experience, AutoCad and Land Development Desktop.

SPECIAL

REQUIREMENTS:

Possession of, or ability to obtain, a valid Oregon Driver's License and a safe driving record. Possession of, or ability to obtain, any certifications or licenses required by State or Federal agencies to perform civil engineering technician duties.

All selected finalists for City employment are subject to testing for drugs and a DMV/criminal background check.

HOW TO APPLY:

Request application packet from:

Oregon Employment Dept, Redmond Office
2158 SE College Loop, Suite B
Redmond, OR 97756
Phone: (541) 548-8196 x324
Fax: (541)548-6379
E-mail: Charlene.V.Miller@state.or.us

CITY OF REDMOND APPLICATION, CURRENT RESUME, AND LETTER OF INTEREST (indicating why you want to be considered for this position) must all be received by the above Employment Office no later than 5:00 PM, Friday, April 21, 2006. Faxes are acceptable if received by the deadline and are complete.

It is the policy of the City of Redmond that there will be no discrimination or harassment on the basis of age, disability, gender, marital status, national origin, race, religion, sexual orientation, or veteran status in any educational programs, activities, or employment. The City of Redmond makes employment decisions based upon the evaluation of an individual's qualifications, ability and potential to contribute to the success of the City. Persons having questions about equal opportunity and nondiscrimination should contact the Recruitment Director (Sharon Harris) in the Human Resources department at (541) 923-7738.

If you require special accommodations for testing, interviewing or other employment-related activity, you must provide 48 hours notice to the ADA Coordinator Sharon Harris at (541) 923-7738, or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs TDD (Telecommunications Device for the Deaf) or STS (Speech To Speech) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) 1-800-735-3896 (STS Spanish).

Normally, only those applicants who are selected to be interviewed will be notified. If you have not been contacted by the City of Redmond within 15 working days following the closing date of the position, it is likely you have not been selected for an interview.

Equal Opportunity / Affirmative Action Employer
Drug Free Workplace

This announcement is not an implied contract and may be modified or revoked without notice.

**City of Redmond Employee Association (COREA)
affiliated with AFSCME Council 75**

Disclosure Statement

During the recruitment process the City would like to inform prospective employees that if they are selected for a represented position with the Public Works department they will be subject to a collective bargaining agreement between their division and the City.

The City currently recognizes the City of Redmond Employee Association (COREA) affiliated with AFSCME Council 75, as the sole and exclusive bargaining representative for Public Works. COREA affiliated with AFSCME acts as a bargaining agent for the purposes of establishing rates of pay, hours of work, employee benefits, and other conditions of employment for represented, non-supervisory, and non-confidential regular employees.

Compulsory membership in COREA is not, and shall not, be a prerequisite for employment. However, any employee who objects to membership in the Association and chooses not to belong on the basis of bonafide religious tenets of a religious body of which the employee is a member, shall make a payment in lieu of dues to the Association or mutually agreeable member, shall make a payment in lieu of dues to the Association or mutually agreeable charitable organization. Such payments shall be equal to current Association dues.

More detailed and specific information may be obtained from the COREA President.

Updated: 2/1/05



CITY OF REDMOND

POSITION DESCRIPTION

POSITION TITLE: Engineering Technician / Construction Inspector
DEPARTMENT: Community Development / Engineering
FLSA STATUS: Non-Exempt
SALARY GRADE: Grade 12
EMPLOYEE GROUP: Association / Represented

PURPOSE OF POSITION:

Performs routine technical engineering related work for design and drafting, plan review, cost estimating, construction management, inspection and surveying for Public Works projects. Also provides the public with accurate information from existing Engineering records. Creates maps and drawings of various types, using Computer Aided Drafting (CAD) and Geographic Information System (GIS) software.

ESSENTIAL JOB FUNCTIONS:

Creates maps, construction drawings, and as-built construction drawings as needed to support City Staff and the Public using the latest versions of CAD programs such as Auto-CAD and Arc-View.

Designs and prepares Engineering/construction plans, specifications and/or cost estimates for City projects relating to street, water, sewer and airport improvements. Obtains DEQ and ODOT approval on capital projects. Prepares and duplicates contract documents.

Provides consulting engineers, contractors, general public, and staff with information related to existing water, sewer and transportation infrastructure. Reviews and processes building permits including system development charge calculations.

Acts as City Engineer's representative to observe the installation and construction of public utilities and street improvements. Ensures contractors comply with Construction Standards and Specifications and other local, state and federal requirements.

Resolves citizen complaints by using conflict resolution between citizens and developers/contractors because of development or construction projects.

Makes decisions for project deviations using professional judgment for compliance with the intent of standard specifications for installation of public improvements.

Approves occupancy permits for residential and commercial structures after required inspection.

Inspects underground installations of private utility companies which occur in the City's rights-of-way. Resolves issues relating to private installations.

Verifies project conditions meet compliance. Recommends acceptance to City Engineer when projects have been completed and meet all requirements.

Recommends improvement agreements, cash deposits or construction bonds when necessary to ensure project is completed and meets compliance.

Researches and makes recommendations for special assignments from City Engineer such as ADA compliance, drainage alterations and emergency vehicle access.

Assists engineering staff and performs other duties as assigned.

Performs such duties as preparing and reviewing legal descriptions, correspondence and Waivers of Remonstrance for Local Improvement Districts. Updates LID maps. Prepares cost estimates for LID projects. Maintains filing system including mapping files. Operates and maintains large format copy machine. Reviews annexation proposals. Researches recorded documents and survey maps. Performs research for Standards and Specifications document.

JOB QUALIFICATION REQUIREMENTS:

Mandatory Requirements:

Graduation from an accredited technical school or community college with major studies in engineering, or a minimum of two (2) years of job experience and training in a full range of civil engineering tasks to include one (1) year of CAD experience, or any equivalent combination of experience and training which demonstrates the ability to perform the above described duties.

Desirable Requirements:

Geographic Information System (GIS) experience, AutoCad and Land Development Desktop.

Special Requirements/Licenses:

Possession of, or ability to obtain, a valid Oregon Driver's License and a safe driving record. Possession of, or ability to obtain, any certifications or licenses required by State or Federal agencies to perform civil engineering technician duties.

SUPERVISION RECEIVED:

Work is performed under the general direction of the City Engineer.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed approximately half in an office setting and half outdoors on construction sites. Hand-eye coordination is necessary to operate computers and other equipment.

While performing the duties of this job, the employee is occasionally required to stand, walk, use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to sit, climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee frequently lifts and/or moves 50 pounds and occasionally lifts and/or moves 75 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, extreme hot or cold temperatures, fumes or airborne particles, and glare from computer monitor screens.

The noise level in the work environment is usually quiet to loud.

This description covers most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employee agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Adopted: February 1, 2002
Revised: February 24, 2006