

Title: Public Works Technical Assistant

Reports To: Public Works Director / City Engineer

Salary Range: 34

Job Objectives:

Under the Direction of the Public Works Director/City Engineer, perform technical assistance with design, coordination and implementation of City capital improvement projects related to sewer, water storm drainage, streets, bridges and related infrastructure. Assist with review relating to private development design for compliance with City standards. Prepare and apply for local, state and federal Public Works grants. Performs moderate and complex drafting or survey tasks requiring the use of current industry standard manual and computer aided drafting or survey instruments and techniques. Plans and organizes projects for establishing, improving, maintaining and distributing records, maps, as-builts and drawings of utilities, streets, local improvement districts and other Public Works projects.

Job Location and Equipment Utilized:

The person in this position works in a variety of environments depending on assigned tasks. Some assignments require fieldwork that may be hazardous due to rough terrain, and proximity to large machinery and structures in various stages of completion. Some work will require the employee to, work in and around ditches, trenches, roadways around heavy equipment and in or near vehicular traffic. Fieldwork may be completed during inclement weather. May require extended sitting and close attention to detail in an office where noise and frequent interruptions are common.

The person in this position shall be competent and proficient in the knowledge and use of the following equipment: computers, scanners, printers, plotters, copiers, survey levels and associated equipment, computer aided drafting equipment and peripherals.

Essential Job Functions:

- ◆ Assist in the planning and design for sanitary sewers, storm drainage, water systems, street improvements and other Public Works related projects. Prepare plan, profile and as-built documents.
- ◆ Prepare engineering reports, specifications, contract documents, material takeoffs and cost estimates in compliance with Federal, State and City standards.
- ◆ Assist the Public Works Director/City Engineer on projects.
- ◆ Maintain project records and documentation, correspond with contractors, consultants and the public on project matters as assigned.
- ◆ Assist the Public Works Director/City Engineer in the review of site plans and design drawings from developers for utility and storm drainage impacts. Review calculations to assure design is complete and in compliance with City standards.
- ◆ Respond to public complaints and requests, verbally or in writing, for information related to impacts of construction, development, and utility issues.

- ◆ Prepare requests for proposals for and assist in the selection, of professional consulting contracts.
- ◆ May attend meetings and hearings with or in absence of the Public Works Director/City Engineer.
- ◆ Perform other duties as assigned.

Required Knowledge, Skills and Abilities:

Requires knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in the above job description.

- ◆ Requires the knowledge of Complex principles and practices of civil engineering
- ◆ Requires the knowledge of Advanced methods, techniques and instruments used in engineering drafting, surveying and mathematics
- ◆ Requires the knowledge of Current industry standard computer aided drafting software and hardware
- ◆ Requires the knowledge of City, State, Federal, CSI and APWA codes, ordinances, specifications, policies, procedures and standards
- ◆ Requires the knowledge of Municipal government operations
- ◆ Requires the knowledge of Engineering plans and specifications
- ◆ Requires the knowledge of Oral and written communication skills
- ◆ Requires the knowledge of Report writing and plan interpretation techniques
- ◆ Requires the knowledge of Interpersonal skills using tact, patience and courtesy
- ◆ Requires the knowledge of Advanced record keeping techniques
- ◆ Requires the ability to Plan, direct and control assigned engineering projects
- ◆ Requires the ability to Perform technical engineering duties as assigned
- ◆ Requires the ability to Prepare design drawings including plan and profile
- ◆ Requires the ability to Operate current engineering industry standard equipment and software
- ◆ Requires the ability to Write, read, review and understand engineering plans and specifications
- ◆ Requires the ability to Research and analyze engineering data
- ◆ Requires the ability to Perform complex computations
- ◆ Requires the ability to Interpret survey notes and plans
- ◆ Requires the ability to Communicate effectively both orally and in writing
- ◆ Requires the ability to Develop and present oral presentations
- ◆ Requires the ability to Maintain accurate and complete records and prepare reports
- ◆ Requires the ability to Inspect and maintain state and federal bridge condition records for the City's bridges

Required Physical Traits:

- ◆ Requires ability to regularly sit and use fingers and hands to operate a computer, keyboard, and mouse and to handle materials.
- ◆ The employee is regularly required to reach with hands and/or arms to manipulate large documents such as plans and specifications.
- ◆ Requires the ability to climb stairs, stand and/or walk for long periods, climb or balance, stoop and kneel, crouch and lift and/or move up to 30 pounds.
- ◆ Requires ability to work outdoors in all types of weather conditions.
- ◆ Requires ability to drive a variety of vehicles and to utilize all tools and equipment necessary to accomplish the work.
- ◆ Requires sufficient visual acuity to comprehend written work instructions, prepare technical documents and reports, and review complex plans, diagrams, blueprints, and specifications as required.
- ◆ Requires sufficient speaking and hearing capacity to perform the essential functions and interact with the public and coworkers.

Qualifications:

- ◆ Any combination equivalent to:
 - ◆ Two years college-level course work in the civil engineering field, including drafting, and
 - ◆ Three years increasingly responsible civil engineering experience.
- ◆ Requires a valid Washington State Drivers License and a driving record acceptable to the City's insurance carrier.

Other Requirements:

- ◆ Requires successful completion of employer required safety training activities.

Job description approved for use in accordance with Section 6.9 of the existing Collective Bargaining Agreement.



Nicholas D. Bird
Public Works Director

June 30, 2016

Date