

**Walla Walla County
Position Description**

JOB TITLE: Temporary Public Works Technician II

DEPARTMENT: Public Works

REPORTS TO: Supervisor as Assigned

PAY GRADE: 5, Full-time temporary, not to exceed 6 months

JOB SUMMARY: This is an intermediate position responsible for a variety of duties performed under supervision. This position requires the ability to work independently at times with general supervision and a working knowledge of road or bridge design, construction inspection, surveying, right of way, geographic information systems, or related tasks.

SUPERVISORY RESPONSIBILITIES: N/A

ESSENTIAL FUNCTIONS:

- Assist with maintenance of all county road maps, plans and records (map and plan files, establishments, plats, survey records, etc)
- Perform basic civil engineering tasks (drafting, design, inspection, etc)
- Serve as member of survey crew (topo, gps, location, r/w, etc)
- Assist with inspection and plan review of development activities
- Apply basic principles and practices of GIS related activities
- Assist with processing and inspection of county road permits (road cuts, driveways, private roads, etc)
- Assist with basic transportation related tasks (traffic counts, speed studies, road log, etc)

EXAMPLES OF DUTIES:

- File and record county road maps and plans
- Utilize computer-based programs for drafting of various construction projects
- Prepare construction plans and specifications
- Inspect county construction projects
- Conduct material sampling
- Research right-of-way and survey records
- Backup instrument operator on survey crew
- Download/upload survey data collector
- Review and comment on development plans
- Inspect development construction
- File and record development maps and plans
- Prepare standard and custom maps from GIS data
- Update County maps and GIS database
- Research land documents and enter parcel information into the GIS system
- Operate GIS, CAD, and specialized software systems

- Inspect driveway and road cut permits
- Investigate and report on right of way issues including but not limited to sight restrictions, obstructions, and hazards
- Assist the public with questions regarding county road right of way, subdivision plans, permits, addressing, road vacations, etc.
- Collect data on traffic counts and speed studies
- Maintain and update various roadlog inventories

EQUIPMENT TO BE USED:

- Computer and related software
- Various printers, scanners and plotters
- Traffic counter/analyzer
- Various survey equipment
- Motorized vehicles

WORKING ENVIRONMENT/PHYSICAL ABILITIES:

- Work involves both indoor work and outdoor work in varying types of weather throughout the year
- Outdoor work requires the ability to operate a motorized vehicle as well as a full range of physical movements such as but not limited to bending, reaching, standing and occasionally lifting more than 50 pounds
- Indoor work requires sitting and dexterity to operate phones, computers and related equipment
- Requires the ability to generally communicate with co-workers and the public

KNOWLEDGE AND ABILITIES:

- Requires some communication and problem-solving skills through contact with the public, contractors, utilities and other agencies as well as co-workers
- Some knowledge of construction materials and methods is desirable as well as the ability to read construction plans and specifications
- Some knowledge of Computer Aided Design and/or Geographic Information Systems is preferred as well as a basic proficiency in personal computer use
- Some ability at record keeping and reporting is essential and a required basic knowledge in the use of personal computers and related software including but not limited to spreadsheets, word processing and database applications
- Some ability to work independently, analyze situations and adopt effective courses of action, and meet schedules and time lines with out direct supervision.

EXPERIENCE, EDUCATION AND TRAINING:

- Demonstrated knowledge of basic principles and practices of road engineering including, basic calculations and beginning level road design OR
- High school diploma or GED equivalent AND two (2) years of experience performing basic technical engineering work OR
- Two (2) years of post-secondary engineering education or training OR
- Completion of an accredited vocational/technical program consisting of at least twelve

- hundred (1200) instructional hours civil engineering technology, construction management, surveying, drafting, engineering design or other closely related fields, OR
- An associate degree in civil engineering technology, construction management, surveying, drafting or other closely related fields

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS: Possession of a valid driver's license or the ability to obtain one is required. Must successfully pass a background check and a driving record check.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR
EMPLOYMENT**