



Employment Opportunity

Kittitas County, Washington

POSTED: 5/12/16

CLOSES: When Filled

ENGINEER TECHNICIAN I

The current vacancy in the Public Works Department is a full-time, non-union, non-exempt position with benefits expected to begin as soon as possible. Anyone who meets the qualifications stated below may apply. Screening will commence on 5/19/16 until a suitable candidate has been found.

SALARY RANGE: \$2946 - \$3889 per month

ESSENTIAL FUNCTIONS:

- **Maintain County Roadlog:** Update and maintain roadlog in Mobility (SQL database), verify accuracy, and prepare reports.
- **GPS Data Collection:** Collect GPS inventory within county right of way, verify accuracy of GPS data, input and maintain inventory in county road log.
- **Traffic Count Data:** Download traffic count data, apply adjustment factors and use data for analysis.
- **Pavement Management System:** Perform annual pavement ratings, input and process ratings into the VisRate database system.
- **Conduct annual road video logging** per schedule.
- **Maintain priority array lists** for each Federal Functional Class of county roads.
- **Input accident reports** as submitted by WSDOT.
- **Access Databases:** Maintain integrity of Access database and prepare reports from databases.
- **Accidents:** Process accident reports, input reports into accident database, and prepare reports from database.
- **Property Management:** Process county road right of way vacation requests, research ownership, prepare reports and documents for public hearing, prepare and record deeds and easements as required, establish and maintain database of county owned properties.
- **Annual Chip Seal Program:** Work with road supervisors to prepare annual chip seal schedule.
- **Provide review and information** for the Preliminary Site Analysis applications on camas.
- **Access Permit Processing:** Process applications to access county road right of way, determine if an access permit is required and/or has an approved permit to access county roads, coordinate with Community Development Services regarding the building permit process, inspect completed access approaches, provide information and respond to inquiries regarding access issues, and resolve conflicts within the scope of authority.
- **Addressing:** Provide property addresses to public, perform field work for assigning addresses, maintain the Master Street Address Guide (MSAG) database, keep records for addressing, coordinate and prepare reports as required, notify proper authorities of new addresses, send MSAG updates to KITTCOM on a regular basis, coordinate with the U.S. Postal Service regarding addressing and zip code discrepancies, provide information and respond to inquiries regarding address issues, and resolve conflicts within the scope of authority.
- **Private Road Naming:** Coordinate with developers or property owners for new private road name or changes to an existing private road name, process private road name applications according to Public Works road naming policies, and notify KITTCOM and all public and county agencies of new or changed private road name.
- **Transportation Studies:** Assist in developing and implementing transportation studies. Compile information and prepare reports as required.
- **Mapping:** Create maps for new road names, the public, and projects in GIS and other mapping programs.

Kittitas County is an Equal Opportunity Employer

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- Assist with the STP Funds grant program.
- Process Road Standards Variance Applications and present to the Variance Committee.
- Assist with maintaining the EDEN permit software.
- Prepare Grant applications as requested for various county road projects.
- Development Plan Review for all land use development proposals coordinating Departmental response with the County Engineer and other planning staff as necessary.

This job description is a summary of the primary functions and expectations for this position. Additional department- related duties may be assigned as required.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED AND two (2) years of related technical or college training in construction, engineering technology, civil engineering or a closely related field AND two (2) years of related experience
- Equivalent combination of education and experience may substitute for the qualifications listed above.
- Experience with ArcGIS, Microsoft Office programs, and the ability to learn other County or department specific programs quickly.
- Must possess a valid Washington State Driver’s License with no more than two moving violations in the past two years.
- A criminal history background check will be performed. Candidates may not qualify if they have misdemeanor or felony charges or convictions. Convictions will not necessarily disqualify you from employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

SPECIAL REQUIREMENTS:

- Ability to acquire and maintain a valid Washington State flagger’s card and first aid certification within the first six (6) months of hire.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, etc. in a professional manner.
- Able to prepare, organize, and maintain accurate field and office data, reports, and systems.
- Ability to read, analyze and interpret state and federal regulations and county policies, procedures, and standards.
- Effective verbal and written communication skills.
- Strong interpersonal and problem-solving skills.
- Ability to establish and maintain effective working relationships with County officials, other local governmental officials, employees and the public.

WORKING CONDITIONS:

Duties will be performed in an office environment and outdoors with exposure to inclement weather including temperature extremes and dusty/windy conditions. The position also requires the following: Sustained posture in a seated position and prolonged periods of computer operation; use of standard office equipment; strength to lift up to 50 pounds and occasionally higher with assistance; hearing and speech to communicate in person or over the telephone; ability to stand, walk, climb, stoop, kneel, crouch, crawl, twist, grasp and reach with arms and legs; close, distance, color and peripheral vision, depth perception, and the ability to adjust focus; and physical ability to safely move about construction sites and traverse rugged or uneven terrain. Occasional exposure to high, precarious places, wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level is usually loud in the field and moderately quiet in the office. Safety rules and regulations must be adhered to at all times; PPE must be worn when required for employee safety.

Regular attendance and punctuality are required. Work is generally conducted during normal office hours, but could include variation such as evenings and weekends as required. Extensive travel within the county is required, including remote locations. Must be able to safely operate a motor vehicle in all types of weather and all levels of light.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCESS:

Applicants must apply online using the electronic recruitment portal. The following items are required: 1) Kittitas County Employment Application; 2) Resume; 3) Letter of Interest; 4) Three (3) professional and 5) references Supplemental Exam Answers. **Please note: All applications must be submitted online; paper copies will not be accepted.**

SUPPLEMENTAL EXAM QUESTIONS:

- (1) Please describe your experience working with pavement rating software.
- (2) Please describe your familiarity working with Geospatial Information systems.