



Employment Opportunity

Kittitas County, Washington

POSTED: 1/16/2020

CLOSES: 2/06/2020

ENGINEER TECHNICIAN III

The current vacancy in the Kittitas County Public Works Department is a full-time benefited, Road Union (Local 792), non-exempt position expected to begin as soon as possible. The Engineer Technician III performs a range of professional engineering office and field work involving surveying, construction inspection and project management, right-of-way research and acquisition, and building information model drafting. Anyone who meets the qualifications stated below may apply. This position will close on 2/06/2020.

SALARY RANGE: \$29.12- \$33.19 per hour.

ESSENTIAL FUNCTIONS

- Perform a variety of office and field tasks related to design and construction of Public Works projects such as preliminary research, document preparation, field inspection, and quality control.
- Collect field data and design and prepare plans and specifications for public works projects including bridges, roads, storm drains, drainage improvements, and sewer lines.
- Prepare Right Of Way (ROW) plans for various projects.
- Assist in ROW acquisition and offer packets in accordance with County and State processes.
- Research project design requirements, perform calculations and prepare estimates of time and material costs.
- Perform periodic research to determine ownership of property, deeds, easements, and legal descriptions.
- Make and check computations and record field data.
- Use Autodesk AutoCAD Civil 3D to perform moderate to difficult drafting work preparing maps, plans, building information models, deeds, descriptions, exhibits, records, or surveys under the direct supervision of the County Surveyor.
- Develop revised design and construction standards for public works structures and appurtenances.
- Check improvement plans for compliance with master plan, design criteria, special conditions, and County standards.
- Prepare engineering field reports and related documents.
- Prepare various project contract documents (interlocal, consultant, construction, etc.).
- Answer inquiries from contractors, engineers and the general public in a courteous and professional manner.
- Serve as construction inspector to ensure compliance on County road projects including bridge construction and road reconstruction.
- Update and maintain County basemap information.
- Review right of way use permit applications and inspect for compliance.
- Assist the County Surveyor gathering field data for plan preparation, mapping, lay-out, topographic surveys and construction staking.

Kittitas County is an Equal Opportunity Employer

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- Operate total station, transit, level, and other survey instruments in the performance of control, and construction surveys, monument checks and related surveying projects.
- Maintain project document files to ensure compliance with State and Federal Auditor requirements.
- Process project closeout documentation with State Departments of Labor and Industries, Revenue and Employment Security.
- Maintain Field Note Records and process Progress Pay Estimates on Public Works projects.
- Serve as a resource to ETII and other staff members who need assistance.
- Assist Design Construction Lead and County Surveyor with projects as assigned, and may act as their delegate in the event they are absent or cannot attend a meeting. This will serve as part of the professional development expectations. This is not to be considered “lead” status, this is merely the ability to convey and/or relay information in their absence.
- Prepare and present materials to technical, non-technical, and project stakeholder groups in a clear manner; adjust presentation style as needed for the intended audience.
- Review submitted project plans associated with land development to ensure consistency with County, State, and Federal codes and standards.

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.
- Two (2) years of related technical or college training in construction, engineering technology, civil engineering or a closely related field.
- Four (4) years’ experience as a field survey crew Party Chief, lead inspector or Instrument Operator.
- Four (4) years’ related work experience utilizing computer-aided design software such as Autodesk AutoCAD Civil 3D and MS Project.
- Additional experience may be considered in lieu of some education.
- Valid Washington State Driver’s License with no more than two (2) moving violations within the past two (2) years.
- A criminal history and background check will be performed on qualified candidates. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Ability to acquire and maintain a 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 courteous and professional manner.
- Clear and concise verbal and written communication skills.
- Effective interpersonal and problem-solving skills.
- Proficient with computers, to include Microsoft Office Suite, MS Project, Autodesk AutoCAD Civil 3D, and GIS applications, and ability to learn and utilize other programs specific to the department and/or County quickly.
- Ability to establish and maintain effective working relationships with County officials, other local governmental officials, employees and the public.

- Ability to prepare, organize, and accurately maintain field and office data, reports and systems.
- Ability to read, analyze and interpret State and Federal regulations and abide by County policies, procedures, and standards.
- Ability to teach and/or guide others in proper techniques and procedures.

PREFERRED QUALIFICATIONS

- AA or Bachelor's Degree in Engineering Science, Construction Management or related field.
- Background in Surveying, Construction Management, or Civil Engineering.
- Certified Erosion and Sediment Control Lead (CESCL).
- Knowledge in WSDOT specifications.

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 clearly 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 references and three (3) personal references