

ORGANIZATION: City of Sherwood	DATE: 2010
LOCATION: Sherwood, Oregon	
DEPARTMENT: Public Works	
FLSA STATUS: Exempt	
JOB TITLE: Program/Project Supervisor II – Pay Group B	

PURPOSE OF POSITION:

Develops and maintains the geographic information system (GIS) databases, and linkages to various databases. Reads and interprets sources documents, such as civil engineering plans, plot maps, legal descriptions and utility data and entering required data into the GIS.

ESSENTIAL JOB FUNCTIONS:

Operates computer workstation to update maps as new data is received relative to new subdivisions, developments, capital improvement projects, zoning requirements, and other projects; maintains and updates databases using GIS computer aided drafting and other software. Conducts mapping research, in the field and in the office, to resolve conflicting information and ensure the accuracy of the data, creates maps using GIS and AutoCAD software.

Operates as the Project Manager for a variety of Software Systems in support of the Public Works Department. Develops and maintains links between various databases. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Conduct business in a courteous and respectful manner. Support and maintain a positive work environment.

Treat other employees with respect. Keep others informed of work issues and programs by maintaining effective communication. Work to resolve issues of conflicting personalities and needs. Maintain cooperative working relationships with City staff, other organizations and the general public.

This position may perform other duties as assigned. Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS:

Assist the Public Works Department and other City departments with special projects as assigned. Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Knowledge of practices related to symbols and terminology used in civil, architectural or electronic engineering drawings. ESRI Software (ArcGIS), digitizing and data manipulation procedures for geographic information systems. Geographic principles and database design. Working knowledge of practices, principles and techniques used in public works projects; civil engineering design and construction. Working knowledge of methods and materials used in construction of utilities and roads; and the standards, codes, ordinances, laws and regulations governing engineering construction inspections of public works projects.

Any combination of education, training and experience that would provide the required knowledge and ability is qualifying. The typical way of obtaining the knowledge and abilities outlined above is through obtaining an Associates' Degree in Civil Engineering technology; graduation from high school or

equivalent, supplemented by courses in engineering technology; or an equivalent combination of training and experience enabling the incumbent to perform the essential functions of the position.

ADDITIONAL REQUIRED SKILLS: Advanced ability to read blueprints and plan specifications. Ability to maintain accurate records, participate on a team focused on producing high quality results, and ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public. Strong internal and external customer service and communication skills. Ability to use a keyboard and word processing, spreadsheet programs or computer aided drafting and design tools and other application software as required by the position. Ability to use general office equipment.

SPECIAL REQUIREMENTS/LICENSES: A valid Oregon driver's license.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Manual dexterity and coordination are required while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS:

Office work occurs under usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Job site visits during construction activities are required, with exposure to all weather conditions, at work sites with exposure to noise levels which may require hearing protection, chemicals, dirt, dust, fumes, confined spaces, etc. Occasional night meetings may be required. Frequent travel within the city limits to observe construction activities. There may be infrequent travel outside of the city. Lifting manhole covers or the equivalent of 50 lbs may be infrequently required. The position incumbent works in a fast-paced office environment characterized by frequent deadlines and constant interruptions.

SUPERVISORY RESPONSIBILITIES:

Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices. May occasionally act as a lead worker on special projects.

SUPERVISION RECEIVED:

Works under the general supervision of a Public Works Supervisor.