



# JOB ANNOUNCEMENT 2014-013

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## Public Works Technician Public Works Department Full Time / Non-Exempt / AFSCME Represented

**SALARY:** \$20.87 - \$26.71 hourly Plus 6% City paid PERS

**OPENS:** August 18, 2014

**CLOSES:** August 29, 2014 at 5:00pm PST

**APPLY TO:** Human Resources – City of Sherwood  
22560 SW Pine Street  
Sherwood, OR 97140  
(503) 625-4201 - Fax (503) 625-5524  
[humanresources@sherwoodoregon.gov](mailto:humanresources@sherwoodoregon.gov)

### **SUMMARY AND REQUIREMENTS**

Under the general supervision of the Operation Supervisor the Public Works Technician 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. **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. Advanced ability to read blueprints and plan specifications. A valid Oregon driver's license. Equivalent to high school education, 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. **PREFERRED REQUIREMENTS:** Experience of equipment operations of CUES pipeline equipment, knowledge of storm/sanitary conveyance operations, working knowledge of MMIS-Infor/Hansen, Granite-CCTV software and Trimble handhelds operations.

### **APPLICATION MATERIALS**

Application materials must be completed and received by the Human Resource Department on or before the closing date. Electronic copies are accepted with a signature. Application materials can be found online at [www.sherwoodoregon.gov](http://www.sherwoodoregon.gov) or may be requested by mail by calling Human Resources at (503) 625-4201.

### **SELECTION PROCESS**

A City application and cover letter will be used to select the top candidates. Those selected for further consideration will be invited to an oral interview. Prior to hiring, the successful candidate may be asked to complete a satisfactory pre-employment criminal history background and drug test.

### **NOTIFICATION**

Applicants that are not selected will be notified by phone or mail once the position has been filled.

### **EQUAL OPPORTUNITY EMPLOYER**

We are an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, sex, national origin, age, or physical disability. The City of Sherwood provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the Human Resource Department at (503) 625-4201