



Home of the Tualatin River National Wildlife Refuge

JOB ANNOUNCEMENT 2014-014

Engineering Tech. I Engineering Department Full Time / Non-Exempt / AFSCME Represented

SALARY: \$18.97 - \$24.29 hourly Plus 6% City paid PERS

OPENS: August 20, 2014

CLOSES: September 5, 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

SUMMARY AND REQUIREMENTS

Under the general supervision of the Engineering Associate II and/or Civil Engineer, the Engineering Technician 1 performs basic engineering and technical administrative support functions as assigned. Primary focus of the position will be administration of the right-of-way permit process, GIS data entry, development of civil engineering project drawings utilizing CADD programs, reviewing and documenting project as-built conditions, performing Erosion and Sediment Control (ESC) inspections, and providing front desk customer service. **MANDATORY REQUIREMENTS:** Basic knowledge of practices, principles and techniques used in engineering design and construction of public capital improvement projects and private development projects. Basic 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 and private development projects. Basic knowledge of tools and materials used in the construction trade, including methods and instruments used to install and test storm/sanitary systems and streets; and of mathematics principles and English grammar, spelling and usage. 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. Must have a valid driver's license. **ADDITIONAL REQUIRED SKILLS:** 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.

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 or may be requested by mail by calling Human Resources at (503) 625-4201.

SELECTION PROCESS

A City application, cover letter, and resume 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.