



# WALLA WALLA COUNTY

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## EMPLOYMENT OPPORTUNITY

### Walla Walla County Public Works

**Position:** Public Works Technician II or III  
**Starting Salary:** \$4,644 to \$6,821 per month; Starting Salary DOE, DOQ  
**Location:** Public Works Department  
**Employment Type:** Full-time (40 hrs./wk.); non-Union position; Benefits Apply  
 Open until filled.

**Full time benefits include:**

\*County pays \$1,500 per month towards medical, dental, vision, life insurance and employee assistance program for employees and eligible family members. \*Employee Assistance Program \*Retirement: Walla Walla County full time employees are eligible for Washington State Department of Retirement Services (DRS) \*HRA Veba account: Employer contribution may apply \*Wellness program \*Access to MetLife Pet Insurance \*Deferred compensation plans offered \* Twelve paid holidays annually \*Vacation accrual based on seniority \*Benefited employees shall accrue sick leave benefits at the percentage rate of hours worked per week, to a maximum of eight (8) hours earned per month based on a forty (40) hour workweek but not less than one (1) hour per every forty (40) hours worked per County Policy 30.05.0

Visit [Walla Walla County Website](#) for detailed benefits information and job description.

**Brief Duties and Responsibilities:** This is an advanced civil engineering technology position that performs a variety of engineering duties, AutoCAD experience is preferred. Perform duties and represent the County to the public in a professional and courteous manner. Perform other duties as assigned. See the job description for the complete list of essential job functions.

**Working Conditions:** Work involves both indoor work and outdoor work in varying types of weather throughout the year. Outdoor work requires the ability to operate a motorized vehicle as well as a full range of physical movements such as but not limited to bending, reaching, standing, and occasionally lifting more than 50 pounds. Indoor work requires sitting and dexterity to operate phones, computers, and related equipment. Requires the ability to effectively communicate with co-workers and the public.

**Minimum Qualifications:**

**PW TECH II:** Demonstrated knowledge of basic principles and practices of road engineering including, basic calculations and beginning level road design OR High school diploma or GED equivalent AND two (2) years of experience performing basic technical engineering work OR Two (2) years of post-secondary engineering education or training OR Completion of an accredited vocational/technical program consisting of at least twelve hundred (1200) instructional hours civil engineering technology, construction management, surveying, drafting, engineering design or other closely related fields, OR An associate degree in civil engineering technology, construction management, surveying, drafting or other closely related fields. Must have a valid driver's license.

**PW TECH III:** Three years of experience in engineering technology. One hundred eighty (180) instructional hours of training in a combination of the following areas: construction management, surveying, drafting, engineering design, construction inspection, project scheduling, project management, supervisory skills, or related fields, or NICET – Level III certification in one or more work elements. AutoCAD experience is preferred. Have ability to establish effective working relationships and have a valid driver's license.

**Application: Application, resume, and cover letter required.**

**THE APPLICANT SELECTION IS BASED ON QUALIFICATIONS, BACKGROUND CHECK, DRIVING RECORD CHECK, AND ORAL INTERVIEW**

**EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER / ADA COMPLIANT**

## **Walla Walla County Position Description**

**JOB TITLE:** Public Works Technician II

**DEPARTMENT:** Public Works

**REPORTS TO:** Supervisor as Assigned

**PAY GRADE:** 5; Benefits apply, FSLA NON-EXEMPT

**JOB SUMMARY:** This is an intermediate position responsible for a variety of duties performed under supervision. This position requires the ability to work independently at times with general supervision and a working knowledge of road or bridge design, construction inspection, surveying, right of way, geographic information systems, or related tasks.

**SUPERVISORY RESPONSIBILITIES:** N/A

**ESSENTIAL FUNCTIONS:**

- Assist with maintenance of all county road maps, plans and records (map and plan files, establishments, plats, survey records, etc)
- Perform basic civil engineering tasks (drafting, design, inspection, etc)
- Serve as member of survey crew (topo, gps, location, r/w, etc)
- Assist with inspection and plan review of development activities
- Apply basic principles and practices of GIS related activities
- Assist with processing and inspection of county road permits (road cuts, driveways, private roads, etc)
- Assist with basic transportation related tasks (traffic counts, speed studies, road log, etc)

**EXAMPLES OF DUTIES:**

- File and record county road maps and plans
- Utilize computer-based programs for drafting of various construction projects
- Prepare construction plans and specifications
- Inspect county construction projects
- Conduct material sampling
- Research right-of-way and survey records
- Backup instrument operator on survey crew
- Download/upload survey data collector
- Review and comment on development plans
- Inspect development construction
- File and record development maps and plans
- Prepare standard and custom maps from GIS data
- Update County maps and GIS database
- Research land documents and enter parcel information into the GIS system
- Operate GIS, CAD, and specialized software systems

- Inspect driveway and road cut permits
- Investigate and report on right of way issues including but not limited to sight restrictions, obstructions, and hazards
- Assist the public with questions regarding county road right of way, subdivision plans, permits, addressing, road vacations, etc.
- Collect data on traffic counts and speed studies
- Maintain and update various roadlog inventories

**EQUIPMENT TO BE USED:**

- Computer and related software
- Various printers, scanners, and plotters
- Traffic counter/analyzer
- Various survey equipment
- Motorized vehicles

**WORKING ENVIRONMENT/PHYSICAL ABILITIES:**

- Work involves both indoor work and outdoor work in varying types of weather throughout the year
- Outdoor work requires the ability to operate a motorized vehicle as well as a full range of physical movements such as but not limited to bending, reaching, standing, and occasionally lifting more than 50 pounds
- Indoor work requires sitting and dexterity to operate phones, computers, and related equipment
- Requires the ability to generally communicate with co-workers and the public

**KNOWLEDGE AND ABILITIES:**

- Requires some communication and problem-solving skills through contact with the public, contractors, utilities, and other agencies as well as co-workers
- Some knowledge of construction materials and methods is desirable as well as the ability to read construction plans and specifications
- Some knowledge of Computer Aided Design and/or Geographic Information Systems is preferred as well as a basic proficiency in personal computer use
- Some ability at record keeping and reporting is essential and a required basic knowledge in the use of personal computers and related software including but not limited to spreadsheets, word processing and database applications
- Some ability to work independently, analyze situations and adopt effective courses of action, and meet schedules and timelines without direct supervision.

**EXPERIENCE, EDUCATION AND TRAINING:**

- Demonstrated knowledge of basic principles and practices of road engineering including, basic calculations and beginning level road design OR
- High school diploma or GED equivalent AND two (2) years of experience performing basic technical engineering work OR
- Two (2) years of post-secondary engineering education or training OR
- Completion of an accredited vocational/technical program consisting of at least twelve

- hundred (1200) instructional hours civil engineering technology, construction management, surveying, drafting, engineering design or other closely related fields, OR
- An associate degree in civil engineering technology, construction management, surveying, drafting or other closely related fields

**LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:** Possession of a valid driver's license or the ability to obtain one is required. Must successfully pass a background check and a driving record check.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR  
EMPLOYMENT**

## **Walla Walla County Position Description**

**JOB TITLE:** Public Works Technician III

**DEPARTMENT:** Public Works

**REPORTS TO:** Chief, Engineering and Construction

**PAY GRADE:** 6, Full time; Benefits apply, FSLA NON-EXEMPT

**JOB SUMMARY:** This is an advanced civil engineering technology position that performs a variety of duties. This position requires substantial knowledge in three or more areas of the essential functions as listed below and the ability to execute those functions with general or limited supervision.

**SUPERVISORY RESPONSIBILITIES:** This position may involve limited supervision and/or acting as team leader on selected projects.

### **ESSENTIAL FUNCTIONS:**

- Maintain and update all county road records
- Perform advanced engineering related tasks (design, inspection, stormwater, etc)
- Member of survey crew and occasional crew chief
- Produce right of way plans and acquire right of way
- Review construction plans and perform inspection of land developments
- Performance of basic and advanced GIS related tasks
- Process and ensure compliance of county road permits (driveway, private road, special events, road cuts, etc) and update and process franchises
- Responsible for downloading/uploading of data collection of transportation related activities
- Performs contract related tasks (purchasing, design, construction, development, haul routes, etc)

### **EXAMPLES OF DUTIES:**

- Utilize computer-based programs for design and drafting of various construction projects
- Prepare construction plans, specifications, and estimates
- Inspect county construction projects
- Material sampling and approvals
- Process change orders and pay estimates for construction projects
- Right-of-way and survey research
- Survey crew chief on selected projects
- Download/upload survey data collector and process results
- Review and comment on development plans
- Inspect development construction
- Prepare standard and custom maps from GIS data

- Update and maintain County maps and GIS database
- Research land documents and enter parcel information into the GIS system
- Operate GIS, CAD, and specialized software systems
- Obtain property assessment data, property ownership and a variety of right-of-way and survey research
- Inspect driveway and road cut permits
- Investigate, report, and recommend solutions for right of way issues including but not limited to sight restrictions, obstructions, and hazards
- Assist the public with questions regarding county road right of way, subdivision plans, permits, addressing, road vacations, etc.
- Collect data on traffic counts and speed studies
- Maintain and update various roadlog inventories

**EQUIPMENT TO BE USED:**

- Computer and related software
- Various printers, scanners, and plotters
- Traffic counter/analyzer
- Various survey equipment
- Motorized vehicles

**WORKING ENVIRONMENT/PHYSICAL ABILITIES:**

- Work involves both indoor work and outdoor work in varying types of weather throughout the year
- Outdoor work requires the ability to operate a motorized vehicle as well as a full range of physical movements such as but not limited to bending, reaching, standing, and occasionally lifting more than 50 pounds
- Indoor work requires sitting and dexterity to operate phones, computers, and related equipment
- Requires the ability to generally communicate with co-workers and the public

**KNOWLEDGE AND ABILITIES:**

- Requires communication and problem-solving skills through contact with the public, contractors, utilities, and other agencies as well as co-workers
- Knowledge of construction materials and methods is desirable as well as the ability to read construction plans and specifications
- Knowledge of stormwater regulations and NPDES Phase 2 requirements preferred.
- Knowledge of Computer Aided Design and/or Geographic Information Systems is preferred as well as a basic proficiency in personal computer use
- Ability to keep accurate records and reporting that is essential a basic knowledge in the use of personal computers and related software including but not limited to spreadsheets, word processing and database applications
- Some ability to work independently, analyze situations and adopt effective courses of action, and meet schedules and timelines without direct supervision.

**EXPERIENCE, EDUCATION AND TRAINING:**

- Three (3) years of experience as a Public Works Technician II or equivalent
- An additional one hundred eighty (180) instructional hours of training in a combination of the following areas: construction management, surveying, drafting, engineering design, GIS applications, construction inspection, project scheduling, project management, supervisory skills or related fields, OR
- NICET - Level III certification in one or more work elements

**LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:** Possession of a valid driver's license or the ability to obtain one is required. Must successfully pass a background check and a driving record check.

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