

**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

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 time lines with out 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.

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