

Chelan County Public Works

Development/ Utility/ Geographic Information System Technician Job Description

Job Title: Development/ Utility/ Geographic Information System Technician
Division: Public Works
Reports To: Development & Utility Manager and GIS Coordinator
FLSA Status: Non-exempt

SUMMARY

As a shared position between Development/Utility and GIS the typical duties are shown as their individual areas:

Development/Utility

Oversee the process of Road Approach (RA) and Work in the Right-of-Way (ROW) Permitting. This position requires start-to-finish processing of all RA and ROW permit applications, from receipt of applications at the front desk, to finalizing permits (and all steps in-between).

Geographic Information System

The ideal candidate will have the knowledge, technical skills and abilities required to learn how to use Chelan County's Geographic Information System (GIS). The GIS Specialist is responsible for aiding the GIS staff in a variety of addressing and mapping projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as needed:

Development/Utility

Upon receipt of permit applications verify that all necessary information has been provided and there are no conflicts with other recorded documents and jurisdictions.

For Work in the ROW by a utility company (domestic water, irrigation, phone, cable/data etc...) determine if a Franchise Agreement has been executed with the County. If not, notify Development supervisor.

Perform site visit to evaluate site distance and project location variables that may need addressing in permit conditions (site conditions that may need addressing could include, but are not be limited to: Steep lot access uphill or downhill; need for culvert or other stormwater mitigation; length of driveway if Shared Residential; Traffic volume; Road and shoulder conditions; bonding requirements, etc...).

Inspect constructed driveway accesses to ensure compliance with standards and conditions.

Track and follow up on Road Access Applications and Permits, and Work in ROW permits.

Perform site inspections on Work in the ROW to ensure County Road Cut Standards, MUTCD standards and general engineering practices are being adhered to.

Meet with potential applicants, either in the office or on site, to answer questions and guide them through the permitting process.

Field and verify all "Call Before You Dig" (aka One Call) notices.

Perform other duties as needed and assigned

Geographical Information System

Assist GIS staff in a variety of addressing, field reconnaissance and data collection, and mapping projects including: updating the county Platbook (numerous detailed large format maps), verifying addresses with mobile mapping software, rectifying the county addressing database with outside addressing databases.

Must have the ability to learn new technical software programs, use higher math, write technical reports, read and interpret construction plans.

Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position may supervise 1-2 temporary employees performing subordinate engineering inspection duties in the field or non-technical project review and filing activities in the office

QUALIFICATIONS

The successful candidate must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions:

EDUCATION and/or EXPERIENCE

Two (2) years of progressive experience of similar character and breadth as the position duties outlined above.

An Associate's Degree or higher from an accredited two year college in physical science, engineering, construction management, or other closely related field.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, fractions, and decimals, percentages. Ability to solve mathematical expressions with one or two unknown variables. Knowledge of plane geometry, trigonometry, and algebraic principles as used in road and civil construction and the ability to calculate volumes, ratios, densities, and to convert between different units of measure.

COMPUTER SKILLS

The successful candidate will have proficiency in the following software packages/devices:

- Microsoft Windows, version XP, Vista, Windows 7, or Windows 8
- Microsoft Outlook, Word, Excel, Publisher, Explorer, and PowerPoint
- Adobe Reader and Adobe Professional (writer)
- Copy, fax, print, and scan devices, handheld calculators, and phone systems
- ArcGIS or other global information system software

The successful candidate will also have the ability to gain proficiency within a reasonable timeframe using the following software packages:

- Microsoft Access and Project
- esri's ArcMap GIS software, and cartographic principles

COMMUNICATION SKILLS

The successful candidate must have the ability to communicate clearly, concisely, and effectively with a diverse group of customers in both oral and written formats. Incumbent must be comfortable working with contractor, developer, and utility staff and responding to complaints and/or requests from the public, elected officials or other agencies in a professional, respectful manner, and meaningful manner.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to prioritize work based on given deadlines and to monitor and track personal performance in achieving established objectives. Ability to deal with problems involving several concrete variables in non-standard or unconventional situations. Ability to understand and interpret plans, specifications, and estimates for construction projects.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is frequently required to stand, walk, use hands to operate, handle, and feel, and to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds over uneven terrain. Specific vision abilities required by this job include color vision, close vision, distance vision, and depth perception.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts and fumes or airborne particles. The noise level in the work environment is usually moderate to loud.