

## CITY OF LAKE STEVENS POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Public Works/Engineering Aide
<b>DEPARTMENT:</b>	Public Works
<b>CLASSIFICATION:</b>	Non-Exempt, Non-union
<b>EFFECTIVE DATE:</b>	November 6, 2009

### **POSITION PURPOSE:**

The Public Works/Engineering Aide performs paraprofessional engineering, and a variety of advanced administrative or project support and office coordination services for the Public Works Director. Paraprofessional engineering tasks could include record keeping, drafting, research, and review of documents, preparing maps, and other duties. Project support and office coordination services could include maintaining schedules, rosters, filing systems, databases, inventories, and conducting research. Work is performed under the direction of the Public Works Director for meeting the requirements of specific tasks.

### **SUPERVISION RECEIVED:\***

- Works under the close supervision of the Public Works Director.

### **SUPERVISION EXERCISED:\***

- None

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Maintains up-to-date engineering and record maps using computer-aided drafting and mapping software and a variety of personal computer programs such as word processing, spreadsheets, databases and other miscellaneous engineering and general purpose programs; designs and updates databases;
- Conducts engineering research of office documents including plot lines and boundaries; reviews preliminary construction drawings including surface and subsurface features; ensures final engineering drawings are produced according to office standards and specifications.
- Prepares exhibits, graphs, maps, blueprints and specialty information; updates Public Works Department records, maps, plats, vacations, planning surveys, demographic data and public participation information; plans, develops and maintains electronic and manual files, indexes and libraries.
- Administers the Small Works Roster including advertising for participants, registering, reviewing, renewing applicants, managing the bid process, and recommending award of contracts.

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\* See "City of Lake Stevens, Administrative Organization" in the HR Policy and Procedures Manual.

- o Assists in the development of the yearly, monthly and weekly scheduling of all maintenance functions of the department and city facilities.
- o Plans and maintains specifications and schedules, including advertising and recording all bidding procedures, associated with department projects.
- o Provides confidential assistance to the Public Works Director and union negotiating team on personnel and collective bargaining issues.
- o Reviews and issues Right-of-Way Permits.
- o Performs technical and clerical functions including but not limited to access database, excel spreadsheets and word processing for project management.
- o Establishes and maintains an inventory of supplies and materials related to the department.
- o Establishes and maintains a work order program for the Public Works department.
- o Maintains a project and material cost recording system.
- o Administers and organizes the city Adopt-a-Street/Park and Juvenile Community Service Program.
- o Serve as a departmental contact to the public, receiving, processing and following citizen inquiries, providing complaint resolution and information.
- o Maintains supervision and control over all department records.
- o Represents the department on various community projects and citizen boards.
- o Administers and maintains federal and state grants.
- o The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**PERIPHERAL DUTIES:**

- o Assist the Public Works Director in preparing the department's annual operating budget recommendations.
- o Conducts research, manages special projects and develops special and regulatory reports.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands and work\_environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

Most work is performed in an office setting. Walking, sitting for long periods of time, standing, bending and reaching, dexterity of hands and fingers to operate computer keyboard, hearing and speaking to exchange information; seeing to read complex reports

and data, and lifting light objects. Some traveling is required. Exposure to adverse weather conditions is minimal. Evening or variable hours to attend meetings is required.

### **QUALIFICATIONS:**

#### **Education, Training and Experience Guidelines:**

- o High school diploma or G.E.D.
- o College level course work in engineering and administration or associated field is required.
- o Two years experience dealing with public contracts or records management.
- o Two years experience in surveying or drafting.
- o Construction or Public works experience is preferred, or an equivalent combination of education, training and/or experience that provides the following knowledge, skills and abilities.

#### **Knowledge of:**

- o The terminology, methods, and practices of engineering, drafting, surveying and mapping, and skill in their application;
- o The terminology of public works engineering, and familiarity with their application;
- o Basic survey techniques, intermediate computer-aided drafting skills;
- o Electronic and manual record keeping, indexing, archival and retrieval systems;
- o General office practices and procedures and skill in the use of a variety of office equipment including but not limited to copier, fax machine, typewriter, and ten-key pad.

#### **Ability to:**

- o Organize, prioritize, and multi-task;
- o Use computer programs such as computer-aided drafting and mapping software and a variety of personal computer programs such as word processing, spreadsheets, databases and other miscellaneous engineering and general purpose programs;
- o Read and understand engineering plans and specifications;
- o Record and maintain confidential information;
- o Accurately prepare reports and statistical information;
- o Create and implement systems and procedures to track projects and inventory;
- o Establish and maintain effective working relationships with the general public, elected and appointed officials and City employees. Maintain a customer service orientation, be courteous and diplomatic in the exchange of information and present a positive image of the City in a variety of circumstances;
- o Communicate effectively verbally and in writing;
- o Organize, file, retrieve and purge various department records.

### **LICENSE OR CERTIFICATE REQUIREMENTS:**

- o Valid Washington State Driver's License.
- o CPR/First Aid Certification

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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EMPLOYEE ACKNOWLEDGEMENT