

**OKANOGAN COUNTY COMMISSIONERS'**

**RESOLUTION 88 - 2023**

*A resolution creating an Engineering Technician position with the Public Works Department*

**WHEREAS**, the Board of Okanogan County Commissioners (BOCC) and the Public Works Director/County Engineer have discussed the need for a position to coordinate County paths and recreational trails, provide technical and administrative support to the Okanogan Council of Governments (OCOG), and assist with transportation planning for the county road system; and

**WHEREAS**, OCOG and the BOCC have approved and signed in May 2023 a MOU covering the expectations and financial arrangement for a county employee to spend approximately ¼ time supporting OCOG; and

**WHEREAS**, the BOCC desires to have the new position spend approximately ½ time coordinating County paths and recreational trails, which will be financially supported by the Current Expense Fund; and

**WHEREAS**, the new position will spend approximately ¼ time working on county road transportation planning activities, which will be financially supported by the Road Fund.

**NOW, THEREFORE, BE IT RESOLVED** effective on the date of signing, the Board of Okanogan County Commissioners approve the creation of an additional Engineering Technician position within the Public Works Department; and

**BE IT FURTHER RESOLVED**, the BOCC approves the attached Engineering Technician job description revised to add the "Transportation Planning and Recreational Trails" job duties.

**DATED** at Okanogan, Washington this 18<sup>th</sup> day of July, 2023.

**ATTEST:**

  
Laleña Johns, CMC, Clerk of the Board



**BOARD OF COUNTY COMMISSIONERS  
OKANOGAN, WASHINGTON**

  
Chris Branch, Chairman

  
Andy Hover, Member

  
Jon Neal, Member



## POSITION DESCRIPTION

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### TITLE:     **ENGINEERING TECHNICIAN**

**Scope Of Responsibility:** This is the advanced journey level class in the Engineering Technician classification within the Public Works department. Individuals perform a variety of skilled engineering tasks.

**Supervisory Responsibility:** The Engineering Technician has responsibility for coordinating lower level Engineering Technicians within their respective sections. This responsibility includes: scheduling, work assignments/ special projects; organizing crews, materials and equipment; and instructing and/or training others in work procedures, techniques and methods.

**Distinguishing Characteristics:** The Engineering Technician is the second level in the engineering technician series. Duties are completed usually under general supervision. This class is distinguished from the Engineering Technician Assistant class by a higher level of expertise, increased knowledge of operations and tasks required to successfully complete assignments under general direction and guidance. It is distinguishable from the Engineering Technician Assistant class by its emphasis lead worker responsibility and it's more complex work assignments.

**Essential Functions:** Under general supervision, has primary responsibility for performing complex field and office functions dealing with surveying, computations, design, and records maintenance under limited supervision. Develops and/or implements policies and procedures, forms work methods, schedules job priorities to be followed and coordinates department work. Policies and procedures are established and individuals are expected to apply these properly to the situation. Errors in judgment and performance could result in significant problems for the County. The County Engineer may provide general oversight.

Engineering duties are assigned depending on expertise of the employee and the needs of the department.

- The employee is responsible for performing the duties in one or more of the engineering duty sections identified within this description. It is common for an Engineering Technician to be responsible for multiple engineering duties.
- Due to higher level of expertise and regular coordination with other Public Works divisions, from time-to-time Engineering Technicians are assigned engineering-related duties not specifically identified within the engineering duties section of this description.

Normal engineering duties include but are not limited to the following:

#### **Development Review & Right-of-Way (ROW):**

1. Issue and coordinate cattle guard, waterline and utility permits and franchises.
2. Review all ownership information, negotiate with property owners and/or other agencies, write right-of-way agreements and special provisions, assist with contracts and specifications, etc. up to and including condemnation of property if required.
3. Acquire right-of-way for road and bridge projects as well as maintenance needs in accordance with federal guidelines to receive Federal and State construction grant participation.
4. Search for available pit site properties and coordinate acquisition of those suitable as a source of materials for County roadway activities in both maintenance and construction.



5. Determine those Department properties that are unused and are surpluses and with concurrence from the Department Head, County Engineer and the Board of Commissioners initiate the process to surplus county property.
6. Review county road, street and alley vacation requests, and make recommendations on action to the Board of Commissioners and begin vacation process.
7. Maintain current right-of-way arials by locating and identifying width and length of R/W on aerial photos to provide accurate and current information of right-of-ways for county.
8. Research permits and franchise files to determine locations of various utilities for possible relocation through construction project areas.
9. Evaluate request for road name changes and prepare documentation and recommendations to the Board of Commissioners.
10. Assist in preparation of Road Construction Agreements between the County and developers when development impacts require developer to improve a county road.
11. Assist public with inquiries and requests for information regarding projects and right-of-way.
12. Review all development requests for impact on county roads, citizen safety and potential mitigation.

#### **Contract Administration:**

1. Develop contract provisions from WSDOT General Special Provisions, field information, landowner agreements, permit provisions, plans and developmental guidelines.
2. Review and provide input to Engineer's Estimate and generate bid proposals from the Engineer's Estimate.
3. Certify construction contract bids and administer bid awards.
4. Advertise project for bid, distribute contract provisions, write addendum if necessary, oversee bid opening and contractual obligations.
5. Coordinate County road construction contracts to assure compliance with plans and specifications and all State and Federal regulations, quality standards, safety regulations and construction procedure guidelines.
6. Act as liaison for State, Federal, Local and other contracting agencies regarding construction on contract consulting services.
7. Coordinate with County Engineer and inspectors on any change orders or contract negotiations.
8. Maintain accurate records for contract construction projects that meet scrutiny of audits.

#### **Environmental Review & Permits:**

1. Coordinate pits and quarries contract administration and pit operational files, permits, reports, etc.
2. Coordinate Environmental Permit application and utilization process.

#### **Project Development:**

1. Develop and maintain updated coordinated project schedules.
2. Develop and maintain updated coordinated project budgets.
3. Maintain Road Log.
4. Develop application for all construction grants.
5. Participate in development of the six-year Transportation Improvement Program and provide technical assistance in the North Central Regional Transportation Plan.
6. Develop long-range corridor development plans with city, state and federal officials.

#### **Transportation Planning and Recreational Trails:**

##### **Transportation Planning**

1. Participate in development of the county's six-year Transportation Improvement Program (TIP) and enter into the state's reporting program
2. Develop long-range corridor development plans with city, state and federal officials
3. Coordinate, assemble, and manage the Okanogan County 6-year Transportation Improvement Program (TIP) for the Okanogan Council of Governments (OCOG). Provide technical assistance to OCOG member.
4. Participate in development of changes and updates to the Regional Transportation Plan for OCOG
5. Attend OCOG meetings, and represent OCOG at local, regional, and state-wide meetings
6. Provide transportation planning support and be the point of contact for OCOG members and state agency coordinators

7. Identify and apply for grant funding opportunities for OCOG projects and initiatives

**Recreational Trails:**

1. Coordinate, administer, and participate in maintenance of county-owned recreational trails and facilities
2. Coordinate and represent County interest with the Recreation and Conservation Office (RCO), trail operators, associations, and volunteers for existing and proposed recreational trails and facilities
3. Maintain records of county-owned recreational trails and facilities
4. Identify, apply for, and participate in management of grants for recreational trails and facilities
5. Work with local and regional organizations to plan and improve outdoor recreation in Okanogan County
6. Review and update the Okanogan County Outdoor Recreation Plan as needed

**Pavement Management and Traffic Count:**

1. Coordinate the PMS program.
2. In addition to all activities of lower level technicians in the absence of personnel.

**Inspection & Surveying:**

**Surveying:**

1. Coordinate survey activities.
2. In addition to all activities of lower level technicians in the absence of personnel.

**Inspection:**

1. Perform WSDOT certified bridge inspections.
2. Perform construction project field inspections.
3. In addition to all activities of lower level technicians in the absence of personnel.

**GIS and Mapping:**

1. Maintain and operate data management systems.
2. Perform technical/analytical tasks involved with the creation, update, manipulation, and modification of spatial databases utilizing GIS software according to prescribed procedures and methodologies.
3. Perform a full range of GIS analytical and geo-processing functions, including the capture, editing, manipulation, and management of data.
4. Gathers, verifies, inputs, edits, maintains and updates attribute, database and facility data; conducts research of County records to acquire any necessary information; edits and performs quality assurance on data entities and attributes.
5. Works with Public Works to analyze business needs and processes and to identify how they can be enhanced by GIS based technologies.
6. Scans and catalogues aerial image updates and maps to create new coverage; registers and rectifies images to provide correct coordinates and required attributes.

**Design:**

1. Review the concept of proposed projects with the County Engineer to define limits and the scope of the project.
2. Make preliminary field review of a project to determine the desired alignment, required control points, and pertinent design features to be addressed and to convey the necessary information to appropriate staff for preliminary information.
3. Apply current and appropriate construction standards and practices to the engineering design and technical specifications.
4. Drafting, technical computations and calculations, material and cost estimating, etc.
5. Coordinate with the survey crew and design staff to obtain sufficient field data, and ensure that proper records are maintained and adequate design detail is prepared in a timely manner.
6. Prepare project cost estimates and assist with writing of Special Provisions to support assembly of the contract documents.
7. Consult with the County Engineer on matter of design policy or problems that cannot be routinely solved.



8. Maintain liaison throughout project development to assist in the smooth function of the division and the efficient completion of construction projects.

### **Utilities – Water & Sewer Systems**

1. Inspection and maintenance of the County's sewer and water systems which includes but is not limited to:
  - a. Lift/pump stations
  - b. Electrical appurtenances
  - c. Underground utility distribution system
  - d. STEP system tanks and pumps
  - e. Septic tanks pumping
  - f. Flow monitoring
  - g. Water quality monitoring
  - h. General cleaning and flushing
  - i. Directing pump-outs
2. Record/report all maintenance and tests performed.
3. Communicate orally and in writing with other agency personnel and the public.
4. Communicate orally and in writing to respond to questions or requests from the public and other local, state and federal agencies that pertain to any of the County's sewer and water systems as needed.
5. Develop and maintain maintenance schedules for each system as outlined in the maintenance manuals.

### **Minimum Qualifications:**

- Graduation from high school or GED equivalent.
- Education and Experience in one or more of the following as appropriate for job assignment:
  - Three years as an Engineering Technician Assistant
  - BS degree in engineering
  - Engineer-in-Training (EIT) Certificate
- Requires knowledge of the field of assignment sufficient to perform thoroughly and accurately the full scope of responsibilities as illustrated by examples in the above description of duties.
- Requires physical ability to perform occasional strenuous and exhausting tasks and to work outdoors in prevailing weather conditions.
- Requires a valid Washington State Drivers License.
- Ability to obtain a Flagging and Traffic Control card.
- Current CPR and First Aid certified.

*Note: Any first aid rendered by such persons is rendered only as a collateral duty responding solely to injuries resulting from workplace incidents, generally at the locations where the incident occurred.*

### **Desired Qualifications:**

- Bachelor's Degree or college level course work in public administration, planning or related field.
- Washington State Bridge Inspector Certification.
- WSDOT training and approval for Right-of-Way acquisition.
- Experience or education in AutoCAD drafting and design
- Experience, knowledge and/or training in:
  - Local Agency Guidelines
  - County Road Administration Standards of Good Practices
  - Standard Specifications of Road, Bridge and Municipal construction
  - Standard Plans
  - WSDOT Design Manual
  - Plans Preparation Manual
  - Construction Manual
  - Environmental Procedures Manual
  - SEPA/NEPA Processes
  - RCWs and WACs that relate to roads

**Knowledge, Skills and Abilities:**

- Demonstrated skill and knowledge of engineering survey and inspection principles, practices, methods and techniques.
- Demonstrated knowledge of survey and inspection equipment and its proper application.
- Knowledge of computers and computer programs as necessary;
- Knowledge of roadway design and construction principles;
- Knowledge of contract development and administration;
- Knowledge of Contract Law;
- Knowledge of transportation planning principles; and
- Ability to operate programmable calculators and survey and inspection instruments.
- Ability to communicate effectively both orally and in writing.
- Ability to use various office equipment including computers, copiers, fax, etc.
- Ability to proficiently use computers and various software programs such as Microsoft Windows, Word and Excel, as they apply to area of assignment.
- Ability to perform manual labor.
- Ability to establish and maintain effective working relationships with County employees and the public.
- Ability to follow oral and written instructions.
- Ability to comply with Okanogan County's Safety Manual.

**Physical Demands and Environment:**

The working environment for Engineering Technician could be in the office and the field requiring working in all types of weather and temperature conditions. The field duties require walking on various types of surfaces, including rough terrain, sitting, standing, ability to maintain balance, climb ladders and inclines, ability to kneel, bend, stoop, crouch, reach, push, pull, twist; requires a sense of touch, finger dexterity, gripping with fingers and hands, shoveling, digging, lifting and carrying up to 50 pounds; ability to operate a passenger vehicle, work at heights, alone and in remote areas; exposure to direct sunlight, outside temperature extremes, dampness, ice and snow, and water; exposure to noxious weeds and plants, dust, pollens and insect stings. Ability to hear conversations and alarms; have close, far, and side vision with depth perception. Requires use of required personal protection and safety equipment.

The office duties require walking on various types of surfaces, sitting, standing, maintaining balance, climbing stairs and inclines, bending, stooping, reaching, pushing, pulling, twisting; requires a sense of touch, finger dexterity, gripping with fingers and hands; lifting and carrying up to 30 pounds. Must be able to hear normal voice conversations, to speak in a public setting, have close, far, side vision with depth perception. Requires ability to operate a passenger vehicle and the wearing of required safety equipment.

**Acknowledgements:**

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload

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

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Employee Signature

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Date

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Supervisor Signature

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Date

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Department Head Signature

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Date

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|------------------------|------------|--------------------------|
| Effective Date:        | EEO Code:  | Department: Public Works |
| Dates Amended: 3-24-17 | Union: PTC | Division: Engineering    |
| FLSA Exempt: No        | Grade:     | Pos #: Varies            |