



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
500 NW 6<sup>th</sup> Street Dept 11 / Grants Pass OR 97526  
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

### POSITION DESCRIPTION

Job Title: Public Works Engineering Support Specialist  
Department: Public Works-Department  
FLSA Status: Non-Exempt  
WC Code: 8810  
Effective Date: April 01, 2021  
Last Revised: April 01, 2021  
Pay Grade: A14  
Union: AFSCME

#### SUMMARY

Performs advanced and complex clerical and administrative duties to support a complete and specialized departmental function; does related work as required. Employees in this classification require considerable knowledge of complete and specialized departmental functions and are responsible for completing tasks at all phases of departmental function. Completing work assignments will frequently require the interpretation of governing regulations, policies, and procedures. Public Works Engineering Support Specialists are frequently called upon to explain complex departmental policies and procedures to both the public and other employees. Incumbents in this class work with relative independence. Work is performed under general supervision and is reviewed primarily through results attained. This position may exercise technical and functional direction and guidance over clerical employees.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all the listed duties below. However, the duties listed may not include all duties expected to be performed. These duties represent the essential functions needed of persons in this classification.)

- Assists the public in person and by phone; answer complex questions and make interpretations of departmental policies and procedures when conveying information to the public, other departments, and employees. Handles complaints.
- Creates and processes encroachment permits, access permits, special permits, and other types of permit application processes for engineering. Collects fees for permits. Ability to read and understand legal property descriptions, surveys, plat maps, and easements for creating permits.
- Creates contract documents for public infrastructure improvements (and other County departments' needs). Must have general knowledge of Federal, State, and Local Governments contract requirements, understanding of BOLI contracting laws and requirements, Request for Proposal or Request for Qualification publishing guidelines, construction change orders, and construction bid tabs. Assures public notice requirements are met.
- Finalize all contract document requirements and other paperwork upon completion of the project.
- Process and track pre-qualified contractor approvals and insurance requirements.

- Correspond with contractors regarding contract awards, pre-qualification requirements, general information. Upon supervisor direction, initiates cease and desist orders for work in the County ROW.
- Trains, monitors, and provides functional guidance to other clerical staff in general office procedures and policies and general Engineering support needs.
- Develop and maintain effective and cooperative working relationships with other county departments, government agencies, contractors and consultants, and the public.
- Attend workgroup-related meetings, take notes, and prepare minutes.
- Plan's layout of reports and statistical tables. Review reports/documents to identify and trace sources of error; make necessary adjustments.
- Researches and recommends changes in policies and procedures affecting assigned functions.
- Type forms, letters, memos, reports, and file cards; makes copies. Gathers data, files, sorts, checks, and maintains records, receipts money.
- Performs moderately complex mathematical computations such as per-centages and interest to complete assignments.
- Explains departmental policies and procedures and governing regulations to the public, volunteers, and/or other employees.

#### SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities, but position may be responsible for assigning and reviewing work of clerical support staff.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

Thorough knowledge of general office practices and procedures; different filing systems including alphabetical, numerical, and chronological; business English, spelling and punctuation; recordkeeping. Considerable knowledge of the operations, policies, terminology, and governing laws of the assigned department. Interpret governing regulations, policies and procedures of as-signed function; effectively explain departmental policies and procedures; re-search areas of responsibility and make procedural recommendations; con-solidate information from various sources into reporting format of own design; establish priorities and organize own workload; assign and review the work of others; communicate effectively both verbally and in writing; organize, file and retrieve materials and documents; deal courteously and tactfully with the general public; make complex mathematical computations and calculations with speed and accuracy.

#### EDUCATION AND EXPERIENCE

High school graduation or equivalency; and four years of progressively responsible clerical work including experience in the operation of the particular assigned department; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above-described duties.

#### JOB IMPACT

Consequences of error could include financial loss, penalties, and interest for non-compliance with federal and Oregon laws related to withholding and reporting, or grievances related to non-compliance with collective bargaining agreements.

#### JOB CONTACTS

This position has contact with the public; contractors and consultants; local, state, federal agencies; and other County departments.

#### LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from managers, clients, customers, and the public. Ability to respond

courteously and tactfully and establish and maintain effective working relationships with other employees and officials, outside officials and agencies, and the public.

#### MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages. Ability to apply concepts of basic algebra and geometry.

#### REASONING ABILITIES

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

#### OTHER SKILLS AND ABILITIES

The operation of standard office equipment, including utilizing computer software to prepare statistical data and reports; typing; word processing.

#### CERTIFICATES, LICENSES, REGISTRATIONS

Possession of, or ability to obtain, a valid Oregon Driver's license and safe driving record may be required depending on position assignment. Notary certification or ability to obtain one.

#### BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing and a background investigation, including but not limited to a criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

#### WORK ENVIRONMENT

Work is typically performed in an office environment. Incumbents are occasionally required to perform lifting. The position is impacted by the need to meet established deadlines; repetitiveness of tasks; attention to detail/accuracy, the need to make judgments under pressure, usually in dealing with the public; uncontrollable workflow; and uncontrollable interruptions and distractions.

#### PHYSICAL REQUIREMENTS

The physical requirements outlined 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.

### PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input type="checkbox"/>	Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	<b># of pounds = 25lbs</b>			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Operation of motor vehicle	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Speech, Vision &amp; Hearing</b>					
<input type="checkbox"/>	Distinguish colors	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>			
<input type="checkbox"/>	Distinguish shades	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>	Depth perception	Describe: Close Vision & Ability to adjust focus			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: Yes			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
<b>Exposure - Environmental Factors = Standard office environment</b>					
<input type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dust	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>