

LANE COUNTY  
Job Codes: N4310, 11, 12, 13  
Established: 12/12/09  
Updated: 08/22/2014

## TECHNICAL SPECIALIST

### **CLASS SUMMARY:**

The Technical Specialist is a broad classification that encompasses incumbents performing a variety of technical and specialized functions in the areas of GIS maintenance, surveying, traffic research, engineering support, computer aided drafting, environmental services, and nuisance abatement. Specific duties will vary in accordance with assigned area of responsibility.

GIS - Responsibilities for those with GIS assignments will generally include: preparing and responding to mapping and spatial data requests; providing technical support for GIS related systems and programs; maintaining the organization of GIS data; and assisting with map production.

Traffic - Responsibilities for those with traffic assignments will generally include: conducting yearly traffic counts to support investigations of public complaints and the determination of project priorities; preparing and modifying CAD drawings as necessary to incorporate traffic signals.

Engineering - Responsibilities for those with engineering related assignments will generally include: assisting with the design, rendering and drawing of road projects; determining alternative traffic routes.

Nuisance Abatement - Responsibilities will generally include: patrolling transfer sites and investigating reports of illegal dumping; assessing and mapping dumping sites; and preparing technical reports of dumping sites and nuisance complaints.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

Performs engineering support work which may include collecting and evaluating field data; assisting with drawing, calculating, and preparing engineering plans; maintaining technical files and records; and/or performing related tasks.

Prepares and maintains a variety of records and reports related to day-to-day operations in assigned area of responsibility.

Monitors and enforces applicable rules and regulations; writes citations for regulation violations.

Responds to a variety of inquiries from the public and County departments.

Performs other duties of a similar nature or level.

**COMPETENCY LEVELS INCLUDE:**

Depending on the skills and experience of the incumbent, may be responsible for overseeing and managing the work of lower level support staff. Following are descriptions of the competency levels:

Entry/Contributing Level - Applies basic skills and may develop advanced skills appropriate for the position or specialization; resolves routine questions and problems.

Journey Level - Applies some advanced skills to solve a variety of situations; may adopt procedures and processes; resolves most questions and problems.

Advanced/Lead Level - Applies advanced skills appropriate for the position or specialization; adapts procedures and processes as necessary; assignments are broad in nature and usually require originality and ingenuity. May be responsible for the supervision of lower level support staff.

**POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:**

Positions assigned to GIS may be responsible for:

- Gathering GIS data;
- Downloading and processing GIS information;
- Updating and replacing old parcel data with new data;
- Digitizing mappings and drawings.

Positions assigned to Traffic may be responsible for:

- Performing geoprocessing and analysis using GIS applications;
- Monitoring and maintaining maps and databases;
- Running quality control checks on maps;
- Collecting traffic counts and related data.

Positions assigned to Engineering may be responsible for:

- Performing land surveys and participating in related surveying projects;
- Reviewing construction plans and revising plans as necessary;
- Researching construction and engineering records.

Positions assigned to Nuisance Abatement may be responsible for:

- Monitoring surveillance cameras and alarms;
- Enforcing illegal dumping regulations and issuing citations as necessary;
- Patrolling open transfer sites.

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**Knowledge of** (position requirements at entry):

- Applicable principles, practices, methods, and techniques used in assigned area of responsibility;
- Mathematical concepts;
- Applicable Federal, State and local statutes, codes, and regulations;
- Recordkeeping principles and practices;
- Filing systems;
- Customer service principles;
- Computers and related software applications.

**Skills in** (position requirements at entry):

- Reviewing plans and/or specifications;
- Performing a variety of engineering-related calculations;
- Completing paperwork and documentation;
- Providing customer service;
- Maintaining records and files;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Physical Requirements:**

Positions in this class typically require: fingering, talking, hearing, seeing, and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to fumes, dusts, gases, chemicals, extreme temperatures, intense noises and travel.

**Training and Experience:** (positions in this class typically require):

Associate's degree or two-year technical certificate; and sufficient experience as necessitated by the competency level of the position.

Entry/Contributing Level: 0-2 years of related experience; entry level for incumbents with Associate's degree.

Journey Level: 2-5 years of progressively responsible experience related to area of assignment.

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**Training and Experience:** (con't)

Advanced/Lead Level: 5 or more years of progressively responsible experience related to area of assignment.

Specialized knowledge specific to area of assignment may be required.

**Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.**

**Licensing Requirements:** (positions in this class typically require):  
Valid Oregon Driver's License

**NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**CLASSIFICATION HISTORY:**

Classification and grades (Job Codes N4310, N4311 and N4312) approved December 15, 2009 by Board Order 09-12-15-17 to become effective 12/12/09. Job Code N4313 approved January 27, 2010 by Board Order 10-1-27-8, retroactive to 12/12/09. These replace Job Codes: J022, J023, and J053.

FLSA Status: Non-exempt