City of College Place  
Job Description

**Position Summary:**

Performs basic surveying, GIS mapping, and construction inspection of existing utilities and utility construction projects. Assists in surveying and inspecting utility reconstruction work; collects data for existing utility system and inputs into GIS database.

**SUPERVISION RECEIVED:**

Serves under the direction of the City Engineer.

**SUPERVISION EXERCISED:**

None.

**ESSENTIAL FUNCTIONS**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Collects and processes background information; builds GIS database and performs GIS database input for existing utility systems.
2. Assists in updating the City’s GIS database for hydraulic modeling of utility systems.
3. Assists in inspecting contractors’ work for compliance with plans and specifications.
4. Updates databases on computer for cost estimating, sewers, contract documentation, and related information.
5. Delivers news releases and letters to areas that will be affected by contract work.
6. Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*
**Experience:**
A. High School education or GED and one (1) or more years of college courses in Engineering, construction materials, inspection, and testing; or three (3) months or more of similar work experience.
B. Knowledge of mathematics.
C. Knowledge of basic engineering techniques.
D. Knowledge of GIS and AutoCAD mapping techniques and ability to use computer spreadsheet and word processing software.

**KNOWLEDGE REQUIRED:**

1. Basic drafting techniques.
2. GIS and AutoCAD mapping.
3. Reading maps and plans and responding to requests for information.
4. Performing tests, measurements, and calculations accurately.
5. Recording data accurately.

**SKILLS/ABILITIES REQUIRED**

1. Perform job duties both in an office setting and in a field setting.
2. Perform tasks under adverse weather conditions.
3. Understand and follow detailed written and oral instructions.
4. Sufficiently read record drawings and as-built plans for historical data on utility systems.
5. Inspect manholes and accurately report physical information and conditions or deficiencies.

**WORKING CONDITIONS:**
Ability to work in varying climates. Job requires work in all weather conditions, as well as inside office work. Works around traffic and in and around heavy construction zones. Ability to lift 50-pound manhole lid.

**LICENSE & OTHER REQUIREMENTS:**
Valid State of Washington driver’s license.

**How to Apply:**

Application information is available at cpwa.us.

Please complete the City of College Place application and submit it along with your resume and cover letter to sdoering@cpwa.us. Please be sure in include the position title in the subject line of your email.

Note: If you are eligible for work-study, please indicate that in your cover letter.