

**CITY OF SALEM
CHIEF ENGINEERING TECHNICIAN**

**00107
30107
50107**

NATURE OF WORK

This is technical supervisory management work in an Engineering Division.

An incumbent of this class manages a Records Section or a pool of engineering technicians. Work involves program and/or personnel management in a technical area. Supervision is exercised over subordinate classifications. An incumbent of this class works under general administrative direction of a Civil Engineer.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the duties listed, and many positions will involve duties which are not listed.)

Manages program activities of a Section including the development and maintenance of a mapping system for the City, an inventory of existing public improvements and their condition, performance of technical work for annexations, review of subdivision plats, maintenance of records on right-of-way and easements, maintenance of division files and records, preparation of requested graphics and blueprinting.

Supervises Section personnel including detailed review of employees' technical work, coordinating work assignments of subordinates for timely completion of work, and evaluating employee performance.

Develops policies and procedures for the operation of the Section.

Performs related work as required.

WORK QUALIFICATIONS

Completion of a two-year technical course with an Associate in Arts Degree and major course work in engineering or mathematics; courses in program and personnel management; or any equivalent combination of experience and training which provides the following knowledges, skills and abilities:

Knowledge of civil engineering principles and practices.

Knowledge of managerial processes and procedures.

Knowledge of record system management.

Knowledge of civil engineering principles and practices.

Knowledge of surveying.

Knowledge of computer operation and programming.

Ability to supervise moderate size group of employees.

Ability to work effectively with employees.

Ability to perform complex technical calculations.

Some positions may require possession of a valid Oregon driver's license or Class 4 license and the ability to meet the City's driving standards.

Personnel Director