

CLASSIFICATION ADDENDUM

Job Title: Infrastructure Systems Specialist

Classification Specification: Technical Specialist

Barg Unit: AFS

Pay Grade: B23

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The Infrastructure Systems Specialist locates the City's underground utilities, storm and sanitary sewers, and fiber optic line; visually checks to see if traffic department utilities are in the requested locate area; inspects storm and sanitary sewer encroachment permits; determines infrastructure maintenance and repair and documents changes to infrastructure; provides written and verbal instructions to contractors, developers, and home owners on storm and sanitary sewer related encroachment permits; produces, maintains and corrects service line graphical and attribute information on city's GIS system; serves as a first responder for storm and sanitary sewer related problems/emergencies; reviews plan set designs for new development; may perform infrastructure maintenance and repair activities, as assigned. Performs related duties as assigned.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the field of engineering, GIS, or related area, with training in AutoCad and sufficient related work experience, typically in the maintenance and repair of public infrastructure and equipment.

Licensing Requirements:

- Valid Oregon Class B CDL with endorsements.

Knowledge:

- Public works maintenance operations in a community; traffic control/safety;
- Basic knowledge of GIS software programs and AutoCad programs;
- City codes, standards and procedures for streets, storm and sanitary sewer systems;
- Public and private easements, right of ways, and other related permitted application processes;
- Basic related construction techniques and requirements.

Skills: *(Demonstrated skill in performing the following)*

- Reading GIS maps, traffic maps, plan sets;
- Utilizing the City's computerized infrastructure maintenance system

Qualification For Grade Progression: N/A

Physical Requirements Addendum

Medium Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.

Addendum History

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