

CITY OF GIG HARBOR

RESOLUTION NO. 303

A RESOLUTION RELATION TO PERSONNEL REGULATIONS: ADOPTING A NEW JOB DESCRIPTION AND OTHER CHANGES TO THE CITY'S PERSONNEL POLICIES.

WHEREAS, the Gig Harbor City Council has approved in the 1991 Budget the creation of a new position which presently does not have an approved job description in the city's personnel policies manual; and,

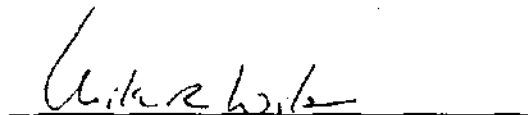
WHEREAS, the Gig Harbor City Council has determined that some existing personnel policies need updating and refinement;

NOW, THEREFORE, the City Council of the City of Gig Harbor, Washington, DO HEREBY RESOLVE that Exhibit "A", Personnel Regulations, is hereby adopted as city policy.

PASSED this 14th day of January, 1991


Gretchen A. Wilbert, Mayor

ATTEST:


Michael R. Wilson
City Administrator/Clerk

Filed with city clerk: 1/11/91
Passed by city council: 1/14/91

EXHIBIT "A"

CITY OF GIG HARBOR

PERSONNEL REGULATIONS

I. TRAVEL REIMBURSEMENT

When employees are required to travel on city business, they shall be reimbursed for:

1. Private vehicle use, at a rate of \$.26 per mile;
2. The actual and reasonable expenses for lodging and meals.

When employees are making travel and accommodation arrangements, it shall be the responsibility of the employee to obtain, whenever available, government discount rates.

II. NEPOTISM

No person of the immediate family shall be employed by the city in the same department, except temporary employment of no longer than 90 days in any 365 day period which has received prior approval by the City Administrator. This rule shall not affect persons related who are in the city employ on the effective date of the ordinance.

- III. Add the following job description to the Position Classification Plan of the city's personnel policies: Engineering Technician.

ENGINEERING TECHNICIAN

NATURE OF WORK

This is a professional and technical position in the field of Public Works for the City of Gig Harbor.

The employee occupying this position is expected to perform complex duties, occasionally in the absence of clearly defined operating procedures, where independent judgment is required. Difficult technical problems are assigned which may require extensive research or extensive knowledge of the assigned function. Under the direction of the Director of Public Works, the incumbent will prepare rough and final drawings for street, sidewalk, water, sewer and other public works and utility projects; perform field inspections of a variety of public works projects and private development abutting public property. The incumbent should be able to develop an effective working relationship with employees, city officials, other municipal and state agency officials and the general public.

CONTROLS OVER WORK

Under the supervisory control and guidance of the Public Works Director and within the framework of governing federal state and local laws and policies established by the city council, the incumbent will accomplish tasks related to established public works program with the city as well as the tasks associated with general civil engineering. Supervision will be exercised by the Director of Public Works on a day-to-day basis for compliance with internal policies and procedures, quality of work, compatibility with city programs and policies and manner and effectiveness with which the incumbent deals with subordinates, city officials, and the general public.

REPRESENTATIVE EXAMPLES OF DUTIES AND RESPONSIBILITIES

Under direction, prepares rough and final drawings for street, sidewalk, water, sewer and other public works and utility projects. Researches engineering information; obtains or prepares charts, maps or other data; assists in preparing data for right-of-way acquisitions; prepares maps showing proposed easements.

Measures distance and takes horizontal/vertical angle settings using standard survey equipment and electronic distance measuring devices; accurately records measurements and makes sketches of property characteristics; verifies measurements through mathematical calculations and additional sightings; and prepares maps from survey field data.

Inspects actual work sites to ensure construction is proceeding in accordance with specification standards and plan documents. Ensures that structures, utility lines, roadways, use or storage of materials, site characteristics and construction methods are in compliance with applicable standards and regulations. Advises contractors of potential regulation violations and assists them in developing alternative solutions which meet the standard and intent of the regulations. Keeps notes, diaries, draws sketches and takes photographs to record site conditions, actual construction practices, material quantities and violations. Performs related testing of field calculations as necessary.

Coordinates activities with contractors, city departments, and state regulatory authorities. Responds to request for technical information from other agencies and publications. Responds to citizen requests and questions. Contacts occasionally may be adversarial in nature and the employee must resolve both technical and interpersonal problems in a cooperative and professional manner while conducting his/her other duties.

KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of advanced mathematics including algebra and trigonometry. Good knowledge of the practices, procedures and methods of the civil engineering field of design, standard specification compliance methods, the development community and contractor construction methods.

Ability to communicate technical information effectively orally and in writing. Ability to research statistical. narrative and mapping information and draw conclusions.

Ability to work cooperatively with other city staff, think conceptually, observe and evaluate trends, analyze data and draw conclusions.

Familiarity with federal, state, and local laws, codes and ordinances and standards incident to municipal engineering and development.

Skill in the use of drafting instruments, in helping others comply with standards and/or contract terms.

Ability to establish and maintain effective working relationships with superiors, subordinates, contractors, engineers, property owners, and the general public.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

This work is performed primarily in an office or conference room setting. Some amount of local travelling is involved in construction inspection, site visits and surveying, consequently, the incumbent could be exposed to occasional inclement weather and the normal transportation activity work requires average physical agility and dexterity.

QUALIFICATIONS REQUIRED

Minimum:

Graduation from a vocational school or a community college with an emphasis in either drafting, mathematics, algebra, trigonometry, graphic arts and English with demonstrative achievement in drafting and mathematics; and, at least two years of progressively responsible experience in the field of Civil Engineering Technology.