



CLASSIFICATION NO. 732

Established: 5/79

Revised: 10/89, 7/05, 3/16

FLSA: Non-Exempt

EEO: 3

TECHNICAL SERVICES SPECIALIST

CLASS CHARACTERISTICS

Under direction, to perform difficult technical assignments and participate in the operations of a Technical Services or Engineering section; to act as a functional or operational lead worker for other technical staff; to provide functional supervision and oversee the sub-professional engineering services of a group of technicians; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Technical Services Specialist has the responsibility for overseeing the daily activities of a technical services section and performing various engineering functions as required. Responsibilities of a technical services section may include: permit review; subdivision plan review; inspections; subdivision and service agreements; petition processing; maintenance of maps and records; complex engineering support and environmental analysis, computer modeling for management assessments; construction standards, contract construction project management and similar services. The incumbent works under the direct supervision of a Supervisor in a Technical Services section or Engineering Manager, who outlines assignments, goals and objectives, and evaluates performance for effectiveness.

The Technical Services Specialist differs from the Engineering Technician series which is primarily responsible for technical support work for Engineers through computer aided design, surveying, design review and traffic operations. Specifically, it differs from the Engineering Technician 4, which may serve as a project or program leader, but does not have project management responsibility for larger scale or federally funded projects.

It also differs from the Technical Services Coordinator which coordinates complex projects and allocates staff among several support functions. The Technical Services Specialist also differs from the Technical Services Assistant with primary responsibility to support other technical support staff.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Serves as project manager on a variety of larger and/or federally funded construction projects; confers with and advises managers, engineers, architect, builders, developers and the public regarding County standards for sanitary sewers, storm sewers, roads, bridges and street lighting construction; advises same on local improvement district and assessment district methods of formation and financing; coordinates assigned project in compliance with federal, state and local laws, regulations and policies; prepares documentation and reporting in compliance with contractual administration and as related to federal aid project

management requirements.

2. Reviews preliminary development plans, construction plans and specifications for roads, sewers and streetlights as submitted by the developers, engineers, architects and others; prepares preliminary plans and specifications for roads and sewers.
3. Prepares and reviews petitions for annexations, local improvement districts and assessment districts; conducts technical investigations, prepares reports, prepares correspondence and keeps records; prepares and processes roadway and utility rights-of-way and easements.
4. Assists in the development of County standards for road, sewer, storm water facilities, engineering systems and street lighting construction; assists in the inspection of constructed facilities for final acceptance; analyzes engineering and environmental data related to current management practices and policy decisions; updates, calibrates and runs models to analyze a variety of management scenarios for sanitary system planning and storm water management.
5. Develops maps, modeling results, reports, and recommendations for management and engineers to provide them with a variety of management decision scenarios.
6. May coordinate the permits system for residential, commercial and utility entrance and access on to County roads.
7. Coordinates technical activities of the Technical Services or Engineering section with other departments of the County; assists other divisions in a technical capacity.

REQUIRED KNOWLEDGE AND SKILLS

Knowledge of: Methods, materials and standard engineering specifications used in the construction of roads and sewer collection facilities; civil engineering principles; federal, state and local laws, codes and regulations regarding construction project management; surveying as related to construction; state statutes and other legal restrictions governing the formation of assessment and local improvement districts; principles of computer aided design, geographic information systems, engineering design, engineering mathematics, computer modeling, detailing, drafting and specification writing; strength or properties and use of structural engineering materials.

Skill to: Read, interpret and apply complex plans and specifications; establish and maintain effective working relationships with employees, contractors and the public; communicate effectively, both orally and in writing; prepare complete and comprehensive reports with statistical or cartographic formats; use department-specific mapping software; secure adherence to plans and specifications from contractors and maintain good relations with organizations performing work on County contracts.

WORKING CONDITIONS

Duties in the field require walking, squatting, digging, bending, balancing, and involve exposure to confined spaces, loud noises, dust, slippery and/or uneven surfaces and adverse weather conditions.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of one (1) year of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None required.

PRE-EMPLOYMENT REQUIREMENTS

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

Edited: 7/16