



TECHNICAL SPECIALIST

Classification Specification

City of Springfield, Oregon

A classification specification defines the general character and scope of responsibilities of all positions within a job classification. This description does not list every duty for a given position; specific position assignments will vary depending on business needs.

General Information	
Classification Title	Technical Specialist
Classification Code:	TCHSPC
Effective Date:	7/1/2011
Pay Grade:	B22-B24
FLSA Status:	Non-Exempt

Classification Summary

The Technical Specialist is responsible for performing specialized functions in areas such as surveying, traffic, engineering, information services, or environmental services. Responsibilities will vary in accordance with assigned area of responsibility but could include; installing, monitoring, calibrating, testing and maintaining support systems; coordinating the activities of one or more programs or subprograms; assisting with plan reviews and analysis; performing field surveying and staking; establishing project schedules and amending plans; preparing technical drawings and reports; and maintaining procedural documentation and compliance.

Following are descriptions of the competency levels:

Contributing – Applies basic skills and may develop advanced skills appropriate for the position or specialization; resolves routine questions and problems.

Journey Level – Applies some advanced skills to solve a variety of situations; may adopt procedures and processes; resolves most questions and problems.

Advanced/Lead Level – Applies advanced skills appropriate for the position or specialization; adapts procedures and processes as necessary; assignments are broad in nature and usually require originality and ingenuity.

Distinguishing Characteristics

- This is the first level in the technical series.
- This is a paraprofessional level classification.
- Technical Specialists focus on how to carry out the operations of the process specified by higher level positions. This position has a choice as to how and when the operations are carried out, but not as to what operations constitute the process.
- Technical Specialists are differentiated from Technical Analysts as responsibility of the higher level classification is at a broad professional level.
- May include lead responsibilities for lower level staff.

Essential Duties	
<i>The duties listed below are a typical sample; position assignments may vary.</i>	
1	Establishes project schedules and amends plans as needed.
2	Installs, monitors, calibrates, tests and maintains support systems; participates in inspections.
3	Researches, collects data, reviews documentation/proposals.
4	Performs field duties related to assigned area of responsibility.
5	Prepares technical drawings/documentation and reports; cost estimates.
6	Prepares and maintains related procedural documentation, records, and files.
7	Provides technical support to users and departments with applications, systems, and/or hardware.
8	May provide lead direction in the form of technical and functional supervision for lower level staff.
9	Actively supports an inclusive and respectful work environment.
10	Performs other duties of a similar nature or level.

Qualifications	
<i>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.</i>	
Training & Experience: Associate's degree or two-year technical certificate; and sufficient experience as necessitated by the competency level of the position.	
<ul style="list-style-type: none"> • Contributing Level: 0-2 years of general experience related to area of assignment. • Journey Level: 3-5 years of progressively responsible experience related to area of assignment. • Advanced/Lead Level: 5 or more years of progressively responsible experience related to area of assignment. • Specialized knowledge specific to area of assignment may be required. 	
Licensing and/or Certification Requirements:	
<ul style="list-style-type: none"> • Based upon assignment and competency level, specified licenses and/or certifications may be required. • Valid Oregon drivers license at time of appointment, depending on area of assignment. 	
Knowledge Required:	
<ul style="list-style-type: none"> • Applicable practices, methods, procedures; • Computer applications and other systems related to assigned area; • Materials, methods and tools relevant to area of responsibility; • Project coordination techniques; • Pertinent federal, state, and/or local laws, rules, regulations, and guidelines; • Modern office methods and practices; • Research; data gathering and report writing techniques; • Practical application of science and technology to area of responsibility; • Principles, techniques, procedures, and equipment relevant to technical area; • Inclusive and respectful work place practices. 	
Skills Required: <i>(Demonstrated skill in performing the following)</i>	
<ul style="list-style-type: none"> • Demonstrating commitment to a respectful and inclusive work environment; • Performing assigned duties in a safe manner; • Obtaining and seeing to the appropriate use of equipment and materials needed to perform duties; • Conducting research; • Maintaining records, files, and preparing reports; • Assigning and monitoring the work of others, as required; 	

Qualifications

- Accurately perform mathematical computations;
- Using computers, databases, and related hardware and software applications to perform duties of position;
- Communication, interpersonal skills as applied to interaction with coworkers, management, the general public, etc. sufficient to exchange or convey information and to receive work direction;
- Working effectively with clients, co-workers, employees and supervisors from diverse backgrounds.

Physical Requirements

Position may be light or medium work depending on assignment.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subject to travel.

Classification History

2009.06 – Draft prepared by Fox Lawson & Associates, LLC (CC)

2010.11 – Revisions by HR

2011.07 – Adopted