Memorandum

To: Interested Potential Employees

From: Marti Spencer, Forest Engineer

Date: January 20, 2000

Subject: Request for Resumes, Forest Engineering Technician temporary position

The Seattle Public Utilities Watershed Management Division is preparing to hire a temporary Forest Engineering Technician. This position will be at the Assistant Civil Engineering Specialist classification.

This position will be a member of the Cedar River Watershed engineering staff that will accomplish the increasing activities of planning, design, contracting, directing and monitoring multiple road reconstruction, stabilization, deconstruction and restoration projects, and other activities that support the road network in the Watershed.

This position will perform the following duties:
- inspection, field data collection, survey, planning, design and inspection activities for road maintenance, improvements and deconstruction activities.
- review and update the transportation layer in the Watershed GIS system, using information from orthophotos and other data sources.
- inspection of roads for repair, stabilization and abandonment needs.
- write prescriptions and prepare work plans for individual road repair or abandonment projects based on site-specific conditions.
- taking field measurements and preparing quantity estimates.
- visit construction sites to inspect and monitor road repair and abandonment activities.
- keep field notes and records of work progress, and collect data from construction projects, including materials used, quantities of material moved, time, etc. for record keeping.
- monitor compliance with watershed construction standards, contract and work order requirements and permit requirements.
- assist with preparing a rock source development plan, including rock pit surveys, collecting and submitting materials for testing, planning rock production activities.
- assist with the watershed bridge program, including assisting with bridge inspections, developing maintenance plans, gathering field data and helping with bridge replacement projects.

Minimum Qualifications: Requires an Associate Degree in Civil Engineering Technology or two years of college level coursework in engineering and construction technology (or a combination of education and/or training and/or experience which provides an equivalent background required to perform the work of the class). Current Washington State driver's license or evidence of equivalent mobility.

Desired Qualifications: College level coursework in Forest Engineering and two years' experience in forest engineering technology or equivalent combination of education, experience, and/or training.

Special Conditions: Must be able to work in difficult terrain and adverse weather, as well as performing engineering and computer work.

This is a 6 month position. The position will receive an hourly rate of $17.81 plus 5% in lieu of benefits.

If you are interested, please send your resume, no later than 1-31-2000, to:

Marti Spencer
Seattle Public Utilities, Watershed Management Division
19901 Cedar Falls Road SE
North Bend  WA  98045
Phone 206-233-1525

You may fax your resume to Marti Spencer at 206-233-1527.