

**CITY OF BAY CITY
DEPARTMENT OF PUBLIC WORKS
ENGINEERING SERVICES DIVISION
ENGINEERING TECHNICIAN
UWUA LOCAL 541**

Reports to: Municipal Engineering Manager
FLSA Status: Non-Exempt

POSITION SUMMARY

This is skilled field and office work involving the responsibility for construction inspection, testing, project coordination, site layout, design and other duties involved in the implementation of the City's Capital Improvement Program and Transportation Asset Management Plan. Incumbent may supervise consultants, contractors, city employees and other temporary personnel.

ILLUSTRATIVE JOB DUTIES AND RESPONSIBILITIES

1. Performs inspection on construction projects including, but not limited to site layout, quantity measurements, materials testing, project schedule and progress, quality determination, contractor, inspection reports, shop drawing review, pay estimates and contract modifications.
2. Coordinates with consultants and contractors to efficiently manage projects including, but not limited to holding design-stage, pre-construction, construction progress and construction contract modification meetings. Assists in reviewing consultant proposals.
3. Performs elementary civil engineering design related to public works infrastructure using survey information, field assessments and CADD. Participates in design plan review meetings and submittal preparation. Assists in gathering and updating GIS information and mapping.
4. Coordinates construction projects with public utilities, MDOT, etc.
5. Assists in planning, budgeting and reporting of project and planning/construction services department activities.
6. Maintains communication with citizens, consultants, contractors and other stakeholders regarding the capital improvement program, project cost estimates, property owner concerns, project progress and standard construction practices.
7. Conducts special studies: traffic counts/studies, asset management, and GIS field mapping.
8. Performs necessary duties to receive, evaluate, and process permits for the Engineering Services Division.
9. Performs other duties as assigned.

QUALIFICATIONS

Education and Experience:

- Associate's degree in Civil Engineering Technology, preferred.
- Any equivalent combination of education, experience, and training which provides the following knowledge, skills and abilities may be substituted for degree requirements:
 - Experience in construction inspection work, techniques, and practices.
 - Computer literacy, including experience in AutoCAD, ArcGIS, RoadSoft, Field Manager/Field Book, MS Office and Outlook.
 - Experience in performing survey and site layout, computations, and making field decisions during construction.

Knowledge of:

- Drafting techniques, terminology, methods and instruments including computer aided design (CAD) technology.
- Materials, methods, and techniques of modern construction.

Ability to:

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Communicate effectively, both orally and in writing.
- Perform technical support for engineering designs.
- Analyze and compile technical and statistical information and prepare reports
- Interact with the general public, City officials, employees, contractors, and consultants. Respond to requests, inquiries, concerns, and needs and resolve related issues in a professional and courteous manner.
- Read engineering plans, interpret standard drawings and specifications, survey notes, maps and reports.
- Utilize computers and tablets as a record keeping and scheduling tool, which includes previous working knowledge of word processing, email, and spreadsheet applications, AutoCAD, ArcGIS, Roadsoft, and Field Manager/Field Book.
- Must be willing and able to be available to handle emergency calls and repairs during regular work week, including weekends, and to report for work after hours if needed.
- Work effectively under time constraints and pressure.

Special Requirements:

- Must possess and maintain Michigan Department of Environmental Quality Construction Site Certification.
 - If not in possession at time of job award, must obtain within 6 months of employment
- Must possess and maintain Michigan Department of Transportation technician certifications in concrete materials
 - If not in possession at time of job award, must obtain within 6 months of employment
- Must possess and maintain a State of Michigan driver's license and good driving record.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Environment: Exposure to interior office environment as well as on-site inspection activities, with occasional exposure to; dust, obnoxious smells, uneven ground, elevated work platforms, underground spaces and inclement weather conditions.

Physical: Involves walking, standing, sitting, kneeling, stooping, climbing, twisting, and squatting occasionally. Light work: Exerting 20-30 pounds occasionally. Some lifting 15-20 pounds over shoulder height occasionally.

Vision: 20/20 corrected. Ability to distinguish colors appropriately

Effective: 2/26/15

Reviewed:

Revised: 10/18/16, 2/21/20

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.