

**Job:** Engineering Technician

**Department:** Public Works

**Salary:** Grade 16

**Hours:** Day (occasional overtime)

**Summary:**

This position assists with moderate civil engineering tasks including project management, conducting construction engineering inspections, plans and permits review, etc. Employee works under the general supervision of the City Engineer.

**Primary Responsibilities:**

- Assists with project management
- Assists with reviewing technical drawings
- Assists with plans review and administration for commercial developments and subdivisions
- Assists with bid preparation and administration
- Conducts field surveys
- Assists with designing, programming, and interpreting traffic studies
- Assists in preparing traffic control plans
- Performs construction engineering inspections including oversight of contracted inspectors
- Monitors projects to ensure ADEM stormwater requirements are maintained
- Assists with utility right-of-way permits
- Assists with maintaining compliance with all Federal, State, and local regulations and requirements pertaining to ADA requirements, NPDES Permits, Solid Waste permits, MUTCD, ALDOT regulations, etc.
- Conducts research and compiles data to prepare reports, project specifications, etc.
- Manages and responds to citizen complaints
- Assists other departments with engineering field work and permits
- Conducts traffic control training for Public Works employees
- Utilizes Cityworks software to track projects and complete work orders and service requests
- Enters and interprets data in Micropaver software
- Utilizes GIS software as necessary
- Assists with Engineering Department proposed budgeting, project budget tracking, etc.
- Performs manual labor as necessary
- Performs all other job duties and tasks as assigned by Public Works Director

**Job Requirements:**

Must have a valid driver's license and driving record suitable for insurability. Must be a graduate of an accredited high school or GED, any college courses in civil engineering preferred. Prefer 5 years of work experience in civil engineering type work including road maintenance and construction or any combination of education, training, and experience that demonstrates the knowledge, skills, and abilities required for the position. Moderate computer skills required, proficiency in Microsoft Excel. Knowledge of AutoCAD and GPS and surveying systems preferred. Willing to learn and implement technology relevant to the department. Knowledge of setting & cutting road grades, as well as soils & compacting. Ability to conduct construction engineering inspections. Ability to obtain an Asphalt Level 1 Laboratory Technician Certification within 12 months of hire. Ability to obtain and maintain certification as a Qualified Credentialed Inspector (QCI) within 12 months. Ability to work in inclement weather conditions. Willing to travel for training. Willing to work non-standard hours and overtime as required and able to respond after hours for emergencies. Must be physically able to perform the essential functions of the position (lift objects of 50 lbs. or more, walking, climbing, stooping, and bending).

**POSTING DATES:** 2/13/2018 – 2/23/2018

City Employees interested in this position should contact Kathy Railey at 256-329-6782. Seniority alone will not be the determining factor. Probationary Employees are not eligible to apply.

**Alexander City is an Equal Opportunity Employer**