

PT ENGINEERING TECHNICIAN

NATURE OF WORK

This is technical, sub-professional engineering work is performed in the field and in the office.

The position works under the general supervision of the City Engineer to perform basic engineering assignments and support functions. Work includes the administration of the permit process, inspections, subdivision plan review, GIS data entry, development of civil engineering project drawings utilizing Auto-CAD. This position uses software to design projects, collect and analyze data, prepare reports, and manage projects and files.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Review subdivision site plans, assists in inspection of sidewalks, aprons, roads, and utility construction in the public right-of-way.

Provide support to the Civil Engineer to prepare plans and specs.

Review residential, commercial, and industrial development plans; residential topographic plans; general construction of infrastructure projects.

Create and maintain maps, plans, prints, and exhibits.

Assist the public with engineering requests and troubleshooting of drainage and/or sewer flooding problems.

Plan, guide, coordinate, supervise and direct work with the Public Works Department.

Inspect the work of contractors and vendors in association with various city contracts.

Manage the performance of all storm sewers associated with new home construction.

Assist the Civil Engineer to review various utility, residential, and commercial permit requests for sewer and grading as well as site development projects.

Assist the department to make inspections pertaining to the City's MS4 Storm Water Program.

OTHER JOB FUNCTIONS

Attend meetings and perform other duties as assigned.

REQUIREMENTS OF WORK

Associate degree in Civil Engineering technology or a related field; considerable experience in civil engineering design, construction, or inspection; or any equivalent combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the following:

Considerable knowledge of the principles and practices of Civil Engineering.

Experience as a team player and the ability to maintain working relationships with other employees, and the general public.

Proven customer service working with outside service providers and contractors.

Experience in an engineering environment related to surveys, concrete, sewers, and blueprint reading is preferred.

Experience with GIS mapping preferred.

NECESSARY SPECIAL REQUIREMENTS

Valid State of Ohio driver's license.

INDIVIDUALS IN THIS POSITION MAY BE REQUIRED TO PERFORM ALL OR SOME OF THESE RESPONSIBILITIES.

JOB FUNCTIONS WILL BE DETERMINED AT THE DISCRETION OF THE SUPERVISOR.

PER CM 2/23/2024