



## ENGINEER – CONSTRUCTION TECHNICIAN

### THE OPPORTUNITY:

The City of St. Joseph is seeking a qualified candidate to perform a variety of tasks, including but not limited to engineering computations and budget estimates, computer-aided design and drafting, geographic information system (GIS) input, construction inspection, construction administration, surveying, construction staking, preparation of contract documents, and general administration. Additional related duties may be assigned.

The **Engineer - Construction Technician** position is a full-time, salaried role.

### SUPERVISION RECEIVED:

Works under the general supervision of the **Assistant City Manager/City Engineer**, with technical oversight by the **Assistant City Engineer/GIS-CMMS Coordinator**.

### SUPERVISION EXERCISED:

None.

### RESPONSIBILITIES:

An employee in this position may be called upon to perform any or all of the following essential duties. (These examples do not include all duties that may be assigned.)

- Assists with the preparation of plans and specifications for roadway maintenance, lead service line replacement, drainage improvements, and other municipal infrastructure projects.
- Assists with construction administration and inspection of infrastructure projects, including streets, sewers, water mains, lift stations, sidewalks, and other infrastructure.
- Assists with the preparation of reports, documentation, and recommendations concerning utility service issues, ongoing projects, and capital needs.
- Assists in the preparation of grant applications and the administration of grants for City construction projects or studies.
- Assists with mapping of City utilities, property boundaries, easements, and other municipal assets.
- Assists with administration of the Right-of-Way Permit Program, including reviewing applications, conducting periodic inspections, and performing final inspections/closeouts of permits.
- Performs other duties as assigned by the **Assistant City Manager/City Engineer**.

## ESSENTIAL FUNCTIONS, QUALIFICATIONS, AND KSA'S FOR EMPLOYMENT:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the **knowledge, skills, and abilities (KSAs)** required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Knowledge of civil engineering principles and municipal infrastructure projects.
- A thorough understanding of computer software and hardware. Intermediate to advanced proficiency with **Microsoft Office** (Word, Excel, Access, Publisher, and PowerPoint), email programs (**Outlook**), and internet browsers (**Edge**).
- Basic understanding and aptitude for learning **computer-aided design (AutoCAD)**, **geographic information systems (GIS)**, **computerized maintenance management systems (CMMS)**, and related programs.
- Basic understanding of construction materials, procedures, and documents.
- Ability to read and interpret basic civil engineering and architectural drawings.
- Ability to accurately measure and calculate items such as grade, area, and volume.
- Ability to operate a **global positioning system (GPS)** unit to locate and stake roadway, utility, and municipal infrastructure features.
- Strong communication skills to effectively interact with City employees, contractors, and the general public.
- Proficiency in using office machines such as a **computer workstation, copier, plotter, scanner, facsimile machine, and calculator**.
- Physical ability to work in both office and outdoor construction environments.

### REQUIREMENTS

**Associate of Science or Bachelor of Science in Civil Engineering or Construction Management**, with exposure to municipal infrastructure.

**Valid Michigan driver's license.**

### PHYSICAL DEMANDS

The physical demands described here represent those required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

While performing the duties of this job, the employee is regularly required to:

- Stand, talk, hear, and use hands to finger, handle, or feel objects.
- Frequently walk.
- Occasionally reach with hands and arms, climb, balance, stoop, kneel, crouch, or crawl.
- Use a **hammer** to complete survey staking.
- Occasionally lift and/or move up to **50 pounds**.
- Have **close vision** and the ability to adjust focus.

### WORK ENVIRONMENT

The work environment characteristics described here represent those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

An employee in this position works in both an **office** and **outdoor** environment. The **office** environment is typically **quiet**, while the **outdoor** environment includes typical **construction noise**.

While performing the duties of this job, the employee may be exposed to:

- **Fumes or airborne particles**
- **Outside weather conditions**
- **Open excavations**
- **Construction machinery and moving mechanical parts**

**Appropriate safety precautions must be followed at all times.**