



Village of Suamico Engineering Technician I or II

The Village of Suamico is currently seeking a full time Engineering Technician II. The Village is a rapid growing, outlying community of the Green Bay Metropolitan Area.

This career is an opportunity for an Engineering professional to work with a dedicated staff to make a difference in a growing community that strives for excellent service to its residents and businesses. The Public Works Department includes a Professional Engineering Department; operates Water, Sanitary and Storm water Utilities; provides and maintains safe transportation and park/recreational facilities.

The Engineering Department plans, designs and provides management for public construction projects in the Village. The Village is seeking applicants with a background in municipal engineering for a position performing utility and roadway planning, design, drafting, specification writing, estimating, permitting, construction inspection, and other administrative functions within the Public Works Department.

Minimum qualifications:

- ❖ Knowledge of construction materials, methods and the procedures necessary for utility and roadway design and inspection.
- ❖ Ability to effectively read and utilize plans and specifications, maintain daily records, maintain schedules, coordinate multiple projects and other elements of engineering.
- ❖ Understanding of and experience with preparing construction plans, bids and all specifications.
- ❖ Must possess basic surveying skills and have a familiarity with construction staking, verification and setting of grades.
- ❖ Familiarity with construction material testing methods.
- ❖ Proficiency in software use including AutoCAD, Autodesk Civil 3D, Microsoft Office products, and others.
- ❖ Strong communication skills involving client/resident and contractor interaction, and report writing.
- ❖ Graduation with a 2 year associates degree in civil engineering technology from a recognized college or university.

This is an hourly position and includes an excellent benefit package. Starting pay will vary depending on qualifications.

Interested candidates should submit a cover letter, resume and job application to Director of Public Works, Dan Drewery, 12781 Velp Avenue, Suamico, WI 54313 or by email at dand@suamico.org by 3:00 pm, Monday February 12th, 2018.



Civil Engineer Technician I or II

Job Description

PURPOSE:

The Engineering Technician performs paraprofessional level work with drafting/CADD, survey, and construction inspection. The incumbent is responsible for drafting construction/engineering documents using Auto CADD; design and inspection of Public Works construction projects to ensure quality construction; and the collection and processing of field survey data.

ESSENTIAL DUTIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive and other duties may be required and assigned.

- Assists with GIS updating and utilization.
- Assists with permits and diggers hotline administration.
- Organizes and updates as-builts and other records.
- Assists Village Engineer with infrastructure inventory, creation, and maintenance.
- Drafts construction plans and miscellaneous drawings as required.
- Assists engineers in design layout of projects and quality takeoffs.
- Serves as a civil design technician performing civil design utilizing AutoCAD Civil 3D and Micro station.
- Competently operates survey instruments, including GPS, total station, data collector, auto level, and various hand tools.
- Competently gathers and displays survey data, including topological and design data.
- Performs survey work for various Village departments as requested.
- Observes construction practices/techniques of contractors in public works projects.
- Maintains a daily record of all work performed, records measurements, and completes daily reports.
- Answers questions regarding location of properties, utility locations, etc.
- Acts as a liaison between the contractor, Village staff and the general public.
- Responds to or refers complaints.
- Promotes and maintains positive departmental public relations and image with customers, which include other Village departments and staff, developers, contractors, engineers, property owners and the community in general.
- Stormwater Compliance with the Village MS4 Permit.
- Stormwater Plan Review such as using WinSLAMM and HydroCAD, Grading and Erosion control.
- Knowledge of Water, Storm Sewer and Sanitary Sewer installation and the ability to set grades to adequate slope that meet the state construction standard.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

AUXILIARY DUTIES:

Assist the Director of Public Works and Engineering Tech IV with various duties and assignments dealing with Public Works and Utility Projects, Programs and Operations.

WORK ENVIRONMENT:

In General, this position has a combination of work in the field and in the office. The selected candidate will be required to lift up to 50 lbs, walk, drive a motor vehicle and the ability to see and hear effectively to perform engineering inspection in the field.

TYPICAL QUALIFICATIONS:

Engineering Technician II:

- An associate degree in Civil Engineering Technology.
- At least 4 years' experience with construction observation, surveying, drafting, GIS or public works inspection.
- Valid State of Wisconsin Driver's License.

Engineering Technician I:

- An associate degree in Civil Engineering Technology.
- At least 2 years' experience with construction observation, surveying, drafting, GIS and public works inspection.
- Valid State of Wisconsin Driver's License.

Equivalent combinations of training and experience will be considered.

2017 SALARY RANGE:

Engineering Technician II: \$23-\$27 per hour with excellent benefits.

Engineering Technician I: \$21-\$23 per hour with excellent benefits.

This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. The Village reserves the right to add, change or delete functions of this position at any time.