



## Town of Medley

invites applications for the position of:

### Civil Engineering Technician

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<b>SALARY:</b>	DOE (Exempt)
<b>DEPARTMENT:</b>	Capital Projects and Economic Development
<b>DIVISION:</b>	Engineering and Development Services
<b>OPENING DATE:</b>	10-28-19
<b>CLOSING DATE:</b>	11-12-19

#### DESCRIPTION:

Performs responsible administrative work involving coordination of the design, construction and engineering inspection services to ensure that all public improvements comply with Town standards and specifications. Work involves coordination with other departments, agencies, and the public sector regarding public improvement issues and problems. Work is performed under general supervision of the Department Director and performance is reviewed through conference, reports submitted, and evaluation of results obtained.

#### EXAMPLES OF DUTIES:

- Performs inspections on site development of water, sewer, drainage, pumping stations, roads and sidewalks to determine condition, verify measurements, and collect other data.
- Inspects Town public works projects, sites, new constructions, completed installations and maintains records, reports and pay estimates of projects.
- Performs field observations and locations work on Town projects.
- Collects and handles samples and document analysis.
- Reviews site and developer plans and specifications and legal description of properties.
- Performs detailed pavement condition reports and profile drawings from written or electronically collected field notes for a variety of roadway related projects.
- Defines and calculates contours, boundary lines, rights-of-way lines, roadways and other manmade features shown on plans
- Prepare concept plans and sketches (AutoCAD)

- Develops, negotiates, and manages Town projects to include paving, drainage, water, sewer, sidewalk and curbing.
- Provides technical assistance to architects, engineers, and developers regarding plans as they relate to provisions for driveways, parking lots, and roadways; explains plan review process and permitting requirements.
- Reviews, investigates and responds to appropriate agency and/or customer complaints.
- Responds to emergency field events as needed.
- Meets with and maintains effective working relationships with Town staff, regulatory agencies, engineers, contractors, and the general public regarding Capital Projects and Development Services.
- Performs all other related duties as assigned.

## **TYPICAL QUALIFICATIONS:**

### **Education and Experience:**

Associate degree or greater in Civil Engineering, Construction Management or related field, and at least five (5) years of experience in office and field civil engineering services.

### **Special Qualifications:**

- Valid Florida Driver's License.
- Stormwater Management Inspector Certificate preferred.
- Certified Floodplain Manager (CFM) license highly preferred.

## **SKILLS, WORK ENVIRONMENT AND HOURS:**

### **Knowledge, Skills and Abilities:**

- Knowledge of procedures used in design, construction and field inspection of water, sewer, storm drainage, and paving.
- Skill in the use of engineering instruments and equipment.
- Skills in the preparation and maintenance of records and reports.
- Ability to prepare Project Schedules and Opinions of Probable Costs • Ability to plan, schedule, and coordinate engineering inspection functions.
- Ability to maintain effective working relationships with contractors, associates and the general public.
- Ability to use computers, and highly technical computer applications such as the MS Office Suite (Word, Excel, PowerPoint), AutoCAD, PlanGrid, etc.

### **Physical Demands:**

The physical demands in addition to those encountered in office environments, may include field activities involving balancing, climbing, crawling, crouching, depth perception, driving, far acuity, feeling, fingering, grasping, handling, hearing, kneeling,

lifting, mental acuity, near acuity, pulling, pushing, reaching, speaking, standing, stooping, talking, visual acuity, and walking. May be required to exert up to 50 pounds of force occasionally.

**Work Environment:**

While conducting occasional field observations or responding to emergencies, the worker may be subject to outside environmental conditions with no effective protection from the weather. The worker may also subject to noise resulting from the use of construction equipment, heavy traffic, etc.

**Hours of Work:**           Monday - Wednesday, 8:00am to 6:00pm  
                                  Thursday, 8:00am to 5:30pm  
                                  Fridays off

**The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.**

**\*\*\*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change. \*\*\***