



An Equal Opportunity Employer

ENGINEERING TECHNICIAN

Opening Date: 01/08/2018

Closing Date: Until filled

Category: Full Time, Non-Exempt

Department: Engineering

Salary: \$40,900 - \$49,900 Annually

Schedule: Primary hours are Monday through Friday 7:00 AM – 4:00 PM. Schedule may vary based on operational needs.

DEFINITION

Under general supervision, performs a variety of administrative, technical and professional work relating to civil engineering and transportation projects.

CLASS CHARACTERISTICS

Under general supervision, performs services in the office and in the field requiring specialized technical abilities in the preparation and design of plans, surveying, and inspection of various construction projects. Performs mathematical computations through trigonometry and analytic geometry and must be computer literate in the use of a personal computer for computer aided design (CAD), geographic information system (GIS), asset management software, spreadsheets, and word processing. This position requires an associate degree in Civil Technology or a related field, or experience as a Civil Engineering Technician.

ESSENTIAL FUNCTIONS

- Coordinates planning and compliance with state guidelines for programs administered by the Indiana Department of Transportation (INDOT), Federal Highway Administrations (FHWA) and transportation, environmental and safety improvements.
- Must be ERC (Employee in Responsible Charge) Certified. Certification obtained from INDOT and has six months from date of hire to acquire ERC Certification.
- Presents technical information, project plans and proposals to various departments, elected officials and peripheral agencies.
- Oversees and administers federal and state funded programs for the City of New Haven.
- Responsible for reviewing, interpreting, and initiating changes in project plans, concepts and design, contracts or specifications.

- Reviews private development plans as assigned by the Director of Engineering.
- Responsible for developing and monitoring automated programs and systems to enable and enhance administrative functions connected with highway construction, design, contracting and various estimations/projections; works with department staff, other jurisdictions and consultants to coordinate updates and ensure integrity of systems.
- Responsible for preparing and processing contract lettings; determine and develops innovative contracting techniques for critical projects with high visibility and substantial public impact.
- Responsible for providing reports on state and federal aid projects.
- Responsible for preparing and monitoring grant applications.
- Responsible for a variety of field work for the collection and determination of data as it relates to current projects.
- Attends meetings with the public, boards and commissions, elected officials, peripheral agencies as needed and directed.

QUALIFICATIONS

Knowledge of:

- Thorough knowledge of zoning laws and comprehensive plans including their formation, process of adoption, and enforcement.
- Extensive knowledge of planning programs and processes.
- Working knowledge of personal computer, tablets, and GIS applications.
- Skill in the area of drafting, AutoCAD, and designing.
- Extensive knowledge of City and department rules, regulations, policies, procedures and City ordinances.
- Traffic control procedures and traffic sign regulations.
- Applicable Federal, State, and local laws, codes, and regulations.
- Safety equipment and practices related to the work.
- Safe driving rules and practices.
- Record keeping principles and procedures.
- Techniques for providing a high level of customer service to public and City staff, in person and occasionally over the telephone.

Ability to:

- Ability to provide public access to or maintain confidentiality of department information.
- Ability to effectively communicate, both in writing and verbally, with the City employees and the public.
- Make accurate mathematical calculations.
- Read and interpret construction drawings and specifications.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

When performing all assignments:

- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Provides accurate documentation of work assignments (asset, activity, equipment, contractor or personnel hours, and other data entry information as needed to complete work orders.
- Performs related duties as assigned.

Education and Experience:

- Associate degree in Civil Technology or a related field, or experience as a Civil Engineering Technician.
- ERC (Employee in Responsible Charge) Certification must be obtained from INDOT within six months from date of hire.
- GIS and AutoCAD

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to display verbal skills to effectively interface with other staff members and the public; sit and stand for extended periods of time; walk, climb and negotiate uneven terrain; climb, ascend and descend steps and embankments; lift, push, pull and carry up to 30 lbs.; kneel, stoop, crawl, bend, squat, use hands to finger, reach with hands and arms, handle or feel objects, tools and controls, and drive a vehicle in all weather conditions.

Environmental Elements

Employee is required to perform duties both inside and outside. Outdoor duties include data collection and field verification. While performing the duties of this job, the employee will occasionally be exposed to heat and/or cold temperatures, wet and/or humid conditions, or airborne particles. The noise level in the work environment is usually quiet in the office, and moderate in the field.

To Apply

To apply for this position provide resume by EMAIL (HR@newhavenin.org), FAX (260-748-7006), at City Hall, Human Resources Department (815 Lincoln Hwy. E., New Haven, IN 46774), or contact Human Resources at 260-748-7019.

Pre-employment drug screen required
Comprehensive background check required.

AN EQUAL OPPORTUNITY EMPLOYER

The City of New Haven does not discriminate on the basis of race, color, sex, ancestry, marital status, sexual orientation, gender identity, national origin, citizenship status, religion, age, veteran status, housing status and disability status in employment or the provision of services.

The City of New Haven validates authorization to work using e-Verify. The City will provide the Social Security Administration and, if necessary, the Department of Homeland Security, with information from each new employee's I-9 form to confirm work authorization.