

**MS4/Engineering Assistant**

We are searching for a highly motivated, experienced and capable individual to join our Engineering team. We are seeing a candidate who possesses outstanding communication skills and an understanding of the importance of customer service and strong technical skills. The ideal candidate will possess a professional demeanor, have a problem-solver mentality, a self-motivator who can work effectively and efficiently with minimal supervision and work successfully with team members and customers.

Job Classification: Full-time, non-exempt

Key Responsibilities:

- Administer and enforce the City's Flood Hazard Prevention Ordinance
- Understand, implement and report the required elements of the MS4 General Permit and Minimum Control Measures
- Issue site improvement and stormwater connection permits
- Inspect construction sites and enforce requirements
- Serve as Chair for MS4 Advisory Board Meetings
- Perform field surveying, assist with maintaining GIS database and city mapping, assist with city engineering projects,

Education: High School Diploma, High School Equivalency or GED required, Engineering Degree preferred

Experience: Working knowledge of surveying equipment, engineering design software, GIS software, data collection tools, surveying experience, site inspection, material testing, CAD design, GIS mapping preferred and a working knowledge of calculation of formulas relative to engineering design.

Requirements:

- A valid Driver's License is required and must submit to a release of driving record
- Pass a background check and drug screen

Pay Range: \$16.50 – \$26.03 per hour, commensurate with experience

Application Packets are available at:

**Angola City Hall
210 North Public Square, Angola, IN 46703**

Monday through Friday, 8:00am – 4:30pm

If you are unable to pick-up an application packet contact hr@angolain.org

Application deadline: Friday, May 11, 2018, 4:30pm