

JOB OPENING

City of Auburn

Street Department **PROJECT TECHNICIAN**

The City of Auburn Street Department is seeking a hard-working, self-motivated individual to join our team as a full time PROJECT TECHNICIAN, primarily functioning as a liaison between the Street Department and other City departments, ensuring accurate record keeping, updating street mapping and inspecting street department projects. The ideal candidate should have knowledge or related experience in infrastructure projects, engineering, concrete or similar construction fields. Additionally, candidates should have a strong work ethic, be motivated to serve others and enjoy working in a fast-paced environment.

Essential Duties/Skills/Responsibilities/Qualifications

- Assists with estimation and planning of street work, including operation of GPS unit and drawing of plans.
- Completes inspections of sidewalks, curbs and drive approaches.
- Coordinates quoting process and supplier requests for small projects.
- Responsible for updating ADA improvement database.
- Coordinates the sidewalk expansion and tree programs, including adjunct participation on the Tree Commission.
- Performs fieldwork as necessary to prepare drawings and maintain accurate inventories.
- Assists Engineering Department with GIS and GPS duties related to the Street Department projects.
- Reviews city projects for compliance and attends all routing meetings.
- Assists Engineering Department in maintaining the Paser street-rating map with updates and supporting documentation.
- Assists Engineering Department with documentation for yearly submission of required Pavement Asset Management Plan.
- Responsible for tracking certified mileage of new street segments accepted into the City for yearly submission to the State of Indiana.
- Possess a high school diploma or equivalent at a minimum.
- Work experience of 3-5 years in related fields, such as engineering, construction and/or street or infrastructure projects.
- Strong computer skills, including Microsoft Word, Excel, and Outlook email, Internet/Intranet and all other related software and hardware.
- Knowledge of GPS and GIS systems preferred.

Benefits

- \$20 - \$22 / hour depending upon experience.
- Vacation pay, holiday pay, sick pay, health insurance, life insurance, flexible spending accounts, and City paid PERF annuity and retirement.

Interested candidates can apply in person at City Hall at 210 E Ninth St., Auburn, IN 46706; or through our website www.ci.auburn.in.us/careers, resumes and applications can be emailed to humanresources@ci.auburn.in.us

Application Deadline: February 5, 2021

EOE / Drug Free Workplace / E-Verify