

TOWN OF SHEBOYGAN

JOB DESCRIPTION

Revised: April 4, 2022

Title: Civil Engineering Technician

Department: Town of Sheboygan, Sanitary District No. 2 Sewer & No. 3 Water

Reports To: Director of Public Works

I. PURPOSE AND SUMMARY

The position involves minor technical design, drafting, and production of construction plans, construction observation, record keeping, and surveying. The ideal candidate will spend time working in both the field and office. There is frequent interaction with the public and other Public Works employees. This position must maintain all departmental safety policies and procedures as mandated by Local, State and Federal regulations as well as insurance carriers. This position works under the direction of the Director of Public Works.

II. DUTIES (This list of duties and responsibilities is not intended to be all-inclusive and may be expanded to include other duties or responsibilities that management may deem necessary from time to time. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive; other duties may be required or assigned.)

- Conduct field survey efforts for roadway, site, and infrastructure design projects.
- Verify the accuracy of survey data, calculations, and deliverables conducted by others.
- Research previous survey evidence, including maps, deeds, physical evidence, and other records to obtain data needed for surveys.
- Use engineering design and modeling software and equipment, including AutoCAD, Civil 3D.
- Draft and prepare construction plans and specifications for roadway and infrastructure projects under the direction of the Town's Professional Engineer.
- Investigate complaints, initiates corrective action, and reports back to Director of Public Works.
- Read and interpret drainage, water and sewer as-built plans and specifications.
- Locate water and sewer infrastructure for construction and other improvements.
- Prepare engineering computations and quantity estimates.
- Prepare or modify reports, environmental documents, construction schedules, and permit applications.
- Prepare meeting displays and exhibits.
- Assist in monitoring project schedules and activities.
- Perform basic municipal engineering, utility, and site designs.
- Research and problem solve design or construction-related concerns found in the field.
- Perform on-site construction observations and documentation for Town projects.
- Perform field quantity measurements and calculations.
- Perform daily project documentation of work performed.
- Implement and enforce Construction Specifications.
- Process survey data and prepare base maps using Civil 3D.
- Maintain Town's GIS mapping.
- May be required to attend Town Board or Sanitary District meetings as needed.

III. QUALIFICATIONS

- Must be able to comprehend both oral and written instructions and to communicate in English, both orally and in writing.
- Ability to exercise good judgment, courtesy, and discretion in maintaining effective public and employee relations and interdepartmental cooperation.
- A high sense of responsibility and initiative to work independently without supervision.
- Excellent analytical and problem-solving abilities
- Ability to work while wearing personal protective equipment such as steel-toed shoes, rain gear, hard hats, safety glasses, etc.
- Self-starter with meticulous attention to detail – demonstrates accuracy and thoroughness, organized, monitors own work to ensure quality and meet deadlines.
- Experience with Microsoft software (Word, Excel, PowerPoint)
- Knowledge of materials, methods, practices, and equipment used in public works and utility construction and maintenance.
- High level of accuracy and proficiency in interpreting and compiling records and data, and ability to collate and summarize data and prepare reports.
- Associate Science degree in Civil Engineering Technology or equivalent field preferred.
- Must possess a valid Wisconsin Driver's License in good standing.

IV. TRAINING AND EXPERIENCE

- Combined 10 years related work experience in both field and design of public works infrastructure projects preferred.
- Background in use of survey equipment desired.
- Knowledge of ESRI or similar GIS platforms.

IV. EEO/ADA Policy Statement:

The Town of Sheboygan and its Sanitary Districts are committed to providing all applicants equal opportunities for employment without regard to age, race, creed, color, disability, marital status, gender, national origin, sexual orientation, veterans status, use of lawful products or any other unlawful consideration.