

**POSITION DESCRIPTION
CITY OF PLYMOUTH, INDIANA**

POSITION: Engineering Technician
DEPARTMENT: Engineering
WORK SCHEDULE: 7:00 a.m. - 4:00 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: September 2024

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Non - Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Plymouth provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Assist City Engineer and other Departmental Staff on design and administration of Street/Public Works Locally Funded Projects, State Funded Projects, Federal Funded Projects; and Stormwater Quality & Quantity compliance in coordination with the City's various Departments.

DUTIES:

Performs duties for various programs such as Stormwater Quality per Indiana Department of Environmental Management - 327 IAC 15-13; City of Plymouth - Construction Site & Post Construction Stormwater Control Ordinance #2007-1939; Illicit Discharge & Connection Stormwater Ordinance #2007-1940; and Stormwater Quantity per the City of Plymouth - Storm Drainage & Sediment Control Ordinance (97-1690).

Assists with administrative duties for a variety of program data for the Indiana Department of Environmental Management Municipal Separate Storm Sewer System Permit developing, implementing, and documenting the Six Minimum Control Measures (MCM): Public Education and Outreach MCM#1, Public Participation and Involvement MCM #2, Illicit Detection and Elimination MCM#3, Construction Site Runoff Control MCM #4, Post Construction Site Runoff Control MCM# 5, and Pollution Prevention and Good Housekeeping MCM# 6 including, but not limited to, local environmental initiatives including storm water quality.

Assists with Inspections of Construction Sites for stormwater compliance including erosion control best management practices. Writes reports and communicate with construction contractors.

Assist with Completion of forms, and applications for and reports for Local Street and Sidewalk Maintenance/Public Works Projects, Indiana Funded & Community Crossings Matching Grant Projects, and Federal Highway Administration Funded Local Public Agency Projects. Fluent use and understanding, or ability to learn Surveying data collection practices and Surveying equipment.

Assist with administrative & engineering duties for Public Works Projects. These duties include but are not limited to Project Scoping, Engineering drawings, Project Estimates, Contract & Bid preparation, Bid Review tabulations and recommendation, Pre-Construction preparation & documentation, Construction Inspection & Change Orders, and Project Close-out.

Performs other related duties as required.

Periodically attends professional meetings and seminars. Serves on 24-hour call for emergencies

JOB REQUIREMENTS:

Associates Degree at Accredited School of Higher learning, or higher preferred. Five (5) years of previous experience preferred. Familiarity with the City of Plymouth is a plus.

Must be 21 years of age. Ability to meet all Departmental hiring requirements, including passage of a drug test and medical exam.

Ability to walk across rough terrain while carrying large awkward objects a plus. Ability to lift and carry minimum 50lbs.

Knowledge of and ability to make practical application of standard principles and practices of engineering federal, state, and local regulations regarding street construction and maintenance, subdivision control, storm water drainage, erosion control, and traffic control with the ability to assess City needs and assist with plan, design, coordinate and complete appropriate, cost-effective projects.

Ability to effectively communicate orally and in writing with co-workers, other City departments, Mayor's office, utility employees, other City offices, contractors, state and federal offices, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Knowledge of Construction practices, means and methods for roads streets, utilities, City road classifications/design, project bidding documents and materials. Knowledge of LPA Title VI ADA requirements a plus.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to properly operate standard office equipment including calculator, Computer System, large and small format copiers & printers, computer-aided design (CAD) software and Geographical Information System software.

Ability to operate specialized field equipment such as surveying (Total Station & Level), metal detector, concrete & soil testing equipment, and surface waters testing equipment.

Ability to make complex mathematical calculations, analyze technical surveys and other data, read and interpret detailed prints, sketches, and specifications, and prepare detailed documents and reports as required.

Ability to work alone and with others in a team environment with minimum supervision.
Ability to occasionally travel out of town for training and business, sometimes overnight.

Ability to occasionally serve on 24-hour call and respond swiftly, rationally and decisively to emergencies.

Possession of a valid driver's license and demonstrated safe driving record.

I. **DIFFICULTY OF WORK:**

Incumbent performs a broad range of duties involving complex and complicated considerations and problems. Incumbent operates within broad policies and general objectives which require adaptation to address specific cases and circumstances.

II. **RESPONSIBILITY:**

Incumbent performs duties within general departmental objectives, where interpretations of objectives are discussed with the supervisor. Incumbent utilizes departmental policies and objectives to address a wide array of complex cases and situations. Incumbent's work product has a major impact on departmental functions and operations, and work is reviewed upon completion for attainment of departmental objectives and conformity with departmental standards.

III. **PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other City departments, utilities employees, and the public, for purposes of exchanging information, supervising personnel, and rendering service.

Incumbent reports directly to the City Engineer.

IV. **PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment and outdoors in the field, involving sitting/standing/walking for long periods, walking on uneven terrain, lifting/carrying equipment weighing over 50 pounds, close/far vision, color/depth perception, hearing, handling/grasping/fingering objects, and exposure to varying weather conditions and physical hazards normally associated with construction sites. Incumbent wears protective clothing or equipment while working outdoors. Incumbent occasionally travels out of town, sometimes overnight, for training and business.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Engineering Technician in the Engineering Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee signature

Date

Print/Type Name