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| **March 12, 2018** |
| **Position Vacancy Listing** |
| **Return completed City Employment Application to:** | **City of Kannapolis; Human Resources** |
| **401 Laureate Way** |
| **Kannapolis, NC 28081** |
| **WEBSITE:** [**www.kannapolisnc.gov**](http://www.kannapolisnc.gov/) |

**Position Title:** Engineering Technician

**Position #:** **1300004**

**Department:** Engineering Division/Public Works

**Starting Salary:** $40,788 - $63,221

**Hours of Work:** 40 Hours per week

**GENERAL DEFINITION AND CONDITIONS OF WORK:**Performs intermediate technical work in the design, drafting and plan review and inspection of public works projects; does related work as required. Work is performed under regular supervision.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, and determining the accuracy and thoroughness of work; the worker is subject to inside and outside environmental conditions.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS: Researching and developing information; helping plan and coordinate projects; inspecting construction sites; ensuring compliance with plans and specifications; maintaining records and files; preparing reports.** (These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

* Inspects contractor installations to ensure compliance with City standards and approved plans.
* Provides technical assistance to water and sewer personnel; checks elevations, locates maps; helps locate water and sewer lines; determines size and type; assists with rights-of-way and street closures.
* Updates lists and records relating to street, water, sewer and map data.
* Responds to questions pertaining water and sewer availability, locations, backflow prevention and future installation locations; responds to calls concerning water, sewer, streets and street lights.
* Assists with storm water billing, calculates storm water impervious area for billing purposes.
* Reviews requests for additional street lights; works with power company and reports outages for repairs.
* Inspects street construction including clearing and grubbing, sub-grade construction and compaction test, base installation and compaction test, storm drainage installation, curb and gutter construction and compaction, binder course installation and finish course installation; inspects storm water BMP’s.
* Prioritizes street resurfacing projects; locates utilities; paints marks for repairs; proof-rolls, inspects, verifies quantities, billings and maintains budgeted amounts.
* Reviews construction plans; inspects materials and installation; tests installed water and sewer piping.
* Performs final inspections of projects; prepares punch list of incomplete items; prepares substantial completion letters to developers, contractors, etc.
* Prepares bid documents for street resurfacing, street improvements, water and/or sewer improvements and storm drainage improvements.
* Reviews and approves utility company’s drawings as to City standard locations and avoidance with water, sewer and storm drainage piping.
* Evaluates requests for street improvements and/or accepts streets into the maintenance system; evaluates streets for resurfacing or improvements; evaluates sidewalks for replacements or additions.
* Performs limited engineering drafting; operates GIS system.
* Performs related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:** General knowledge of civil engineering practices, procedures and techniques; general knowledge of engineering maps and records; general knowledge of mathematics and trigonometry as applied to engineering calculations; general knowledge of computer aided drafting and geographic information system programs; ability to research land records; skill in the use of specialized engineering equipment; ability to read and interpret plans and specifications; ability to design plans for minor water and sewer extensions; proficiency in Windows Outlook, MS Word, Excel and PowerPoint; ability to establish and maintain effective working relationships with contractors, associates and the general public.

**EDUCATION AND EXPERIENCE:** Any combination of education and experience equivalent to graduation from an accredited community college with major course work in engineering technology or related field and some engineering related experience.

**SPECIAL REQUIREMENTS:** Possession of an appropriate driver’s license valid in the State of North Carolina. Demonstrated safe driving history.

**Closing Date: Open Until Filled**

**EQUAL OPPORTUNITY EMPLOYER**

***This position has been determined to be exempt by the Fair Labor Standards Act.***