



City of Greenwood – Full Time Engineering Technician

Job Title:	Engineering Technician	Job Category:	Exempt
Department/Group:	Community Development Services	Job Code:	
Location:	City Center 300 South Madison Ave Greenwood, IN 46142	Travel Required:	Yes
Level/Salary Range:	Contingent on Experience	Position Type:	Full Time
HR Contact:	Director of Human Resources	Supervisor:	City Engineer
Fax or E-mail: (317) 887-5868 or HR@greenwood.in.gov	Mail: City of Greenwood Attention: Human Resources Department 300 S Madison Avenue Greenwood, IN 46142		
Job Purpose:	Incumbent is responsible for designing and/or reviewing construction plans, inspecting projects to ensure compliance with ordinances and technical specifications, providing support to City Departments, Boards, and Commissions.		

Duties and Responsibilities:

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook.
- Reviews residential, commercial and industrial development plans and makes on-site inspection for compliance with local ordinances/codes. Serves on Technical Review Committee.
- Assists Sanitation, Stormwater, and Street Departments with planning and implementation of infrastructure improvement projects, including evaluating needs, developing long-range plans, receiving and investigating public complaints, inspecting/surveying project sites, and reviewing/approving construction plans, service agreements, bonding and/or legal documents, such as for storm and sanitary drainage and acquisition of rights-of-way and easements. Prepares specification and bid documents for annual Street Department maintenance contracts.
- Reviews and monitors contracts with consultants for design, inspection and/or testing of proposed/existing infrastructure projects. Supervises and/or conducts field review of contracted construction projects to ensure compliance with approved plans for subdivision improvement and site developments.
- Attends, participates and conducts public hearings/meetings as required. May be requested to prepare and make public speeches and presentations.
- Conducts studies regarding traffic control, signage, and related issues and makes recommendations to Board of Public Works and Safety and/or City Council.
- Maintain and update subdivision bond files, review site development and construction plans, and perform on-site inspections to ensure compliance with ordinances and engineering standards, including residential, commercial and industrial projects. Corresponds/communicates with developers as needed.
- Receives and responds to inquiries and complaints from the public, or directs to appropriate individual or Department.
- Prepares specifications for City construction projects, such as drainage and street projects and parking facilities and for equipment purchases for Board of Public Works and Safety and other City Departments.
- Inspects various City projects during and after construction to ensure compliance with project plans and specifications, and periodically performs on-site surveys as assigned. Completes and coordinates documents for related contracts, coordinates projects with other government agencies and provides technical project support to other City Departments as needed.



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- Assists in acquisition of easements and rights-of-way for City project, including explaining process to property owners.
- Monitors and maintain City street inventory and submits information to Indiana Department of Transportation as required.
- Supports the City Engineer and Senior Technician in performance of duties.
- Performs related duties as assigned.

Job Requirements:

- **Education:** Bachelor Degree in Civil Engineering from an ABET accredited school, or a related area.
- **Experience:** Minimum 0-5 years' experience.
- **Skills and Abilities:** Working knowledge of and ability to make practical application of accepted engineering principles and practices for design and construction of various public works projects; Working knowledge of, and ability to properly operate, standard office, surveying and drafting equipment, such as level, transit, computer, plotter and calculator; Ability to compute and calculate results of tests, read and interpret detailed prints, sketches and specifications, and prepare detailed documents and reports as required; Ability to plan and layout assigned work projects, and work on multiple concurrent tasks, often under time constraints; Ability to occasionally work extended, evening, and/or weekend hours, and occasionally travel out of town, but not overnight, Possession of a valid Indiana driver's license and demonstrated safe driving record.
- **Physical:** Must be able to sit for long period of time and be able to lift up to 25 pounds.

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position.
The City of Greenwood is an "at will" employer and has the right to terminate the employment relationship at any time.

Employee Signature: _____
Date: _____

Approved By: