



**ENGINEERING TECHNICIAN
PUBLIC WORKS DEPARTMENT
FULL-TIME; NON-EXEMPT
\$60,000 - \$75,000 TO START DEPENDING ON QUALIFICATIONS
OPEN UNTIL FILLED**

**To apply for this opportunity, complete an *Employment Application* at:
<https://www.bayharborislands-fl.gov/DocumentCenter/View/1862/Employment-Application-pdf>**

POSITION SUMMARY:

Under general supervision, performs general engineering tasks related to investigation, development, construction, and maintenance of engineering projects. Performs duties such as conducting in-house and outside contractor inspections; field engineering; preparing "as-built" drawings; detecting leaks; surveying; testing new installations; locating underground facilities; etc.

JOB FUNCTIONS:

- Performs technical engineering work in the office and field in support of engineering projects; prepares engineering design sketches, plans and maps, cost estimates and specifications
- Collaborates and confers with developers, engineers, contractors, local and state government and the general public; provide information and assistance on issues pertaining to a variety of engineering activities, codes and regulations
- Serves as project manager for Capital Improvement projects; maintains accurate records of construction projects; and performs process approval of contractor payments
- This position is emergency essential
- Conducts research and field investigations to collect and record available data; prepare preliminary designs and plans for in-house and Capital Improvement Projects
- Prepare CAD drawings for routine to mid-complex civil engineering projects
- Uses GIS or other technical mapping projects relating to Town's infrastructure

- Functions as survey party chief; performs field surveys including topographic surveys, layout and grade staking; research and write legal descriptions
- Prepares and review construction design specifications, bid specifications, and material and cost estimates for Capital Improvement and other engineering projects
- Provides technical assistance in procuring any permits necessary for proposed projects as well as prepares documentation for project grant applications and certification
- Coordinates the DEP NPDES program, collects data from Town departments and completes required annual report; drafts standard operating procedures
- Coordinates the inspection and annual maintenance of the (MS4) stormwater system
- Manages projects and performs inspections relating to construction improvements, maintenance of streets, sewers, shared use path, bridge and box culverts, lot development and Town Capital Improvement projects
- Prepares memos, letters and other correspondence pertaining to a variety of engineering activities
- Attends meetings, workshops, seminars and software upgrade training related to engineering technician work assigned
- Assists department director with annual budget preparation
- Attend Town Council meetings as needed

MINIMUM REQUIREMENTS:

- Associate degree in a construction or engineering related field, with three years of drafting, design or surveying experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities
- Must possess and maintain a valid Florida driver's license with satisfactory driving record held throughout employment.
- Must possess computer skills with proficiency in the use of the Microsoft Office Suite, including Word and Excel, as well as department-specific computer systems and programs.
- Knowledge of general civil engineering practices and procedures.
- Knowledge of AutoCAD software for drafting accurate plans for execution.

- Knowledge of ArcView web-based software to manage the Town's Geographic Information system

The successful candidate must be a team-player, able to work as part of a diverse group of technical/professional staff members; but who can also work independently with minimal supervision to meet deadlines and expectations. Must possess excellent social, interpersonal, written and verbal skills to effectively interact with the client, senior leadership, vendors, and fellow team members to provide quality information and support.

SPECIAL REQUIREMENTS:

ESSENTIAL EMPLOYEES may be required to work during a declared emergency. The employee's Department Head will determine who will be required to work.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside as well as outside with some exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

ADA STATEMENT: A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.

DRUG-FREE WORKPLACE: Town of Bay Harbor Islands is a drug-free workplace in accordance with Federal and Florida Law. Must be able to pass a drug screening within 24-hours of conditional job offer.

E-VERIFY: This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

LEVEL 2 BACKGROUND: Must submit and pass a Level 2 background screening prior to date of hire.