



PUBLIC WORKS ENGINEERING TECHNICIAN

The Village is seeking an Engineering Technician to add to our motivated team. The Village (population of 14,156) provides a full range of Public Works services to our residents and growing community.

The ideal candidate will possess an Associate's degree in Civil Engineering Technology and working knowledge of AutoCAD Civil 3D design. Experience in the construction of streets, sewers, and water utility installations and other municipal projects also desired.

Based on one's qualifications and experience, the hourly range for this full-time position is \$24.61 to \$32.87/hour. The Village offers a full benefits package for this position.

For a complete list of position duties, responsibilities and requirements please visit the village website at www.villageofallouezwi.gov.

To apply, please submit a cover letter, resume, job application and references to Angie Cepeda, Village of Allouez, 1900 Libal Street, Green Bay, WI 54301.

Closing Date: Applications will be accepted until position is filled.



VILLAGE OF ALLOUEZ
POSITION DESCRIPTION

POSITION TITLE: Engineering Technician

APPROVED: June 21, 2022

REPORTS TO: Public Works Director

FLSA: Non-exempt

JOB SUMMARY: Responsible for AutoCAD Civil 3D preparation and maintenance of engineering plans, maps and record drawings to approved standards for public works projects. Serves as a project representative for the inspection of public works projects.

DUTIES AND RESPONSIBILITIES: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive and other duties may be required and assigned.

Design and prepare construction drawings for utility and street construction projects using AutoCAD Civil 3D software. Assists with the preparation of construction estimates, bid specifications and related material.

Coordinates street and utility work with private utilities, DNR and Village residents.

Prepares record drawings of the completed construction projects. Imports 2D linework into GIS for the updating of Village mapping.

Creates, maintains and updates street and utility system records, maps, record drawings and plans.

Prepares maps to track the progress of various Street Department activities for internal and public reference.

Inspects public works construction projects to ensure work is completed according to the specifications and plans. Coordinates work with contractors, maintains contact with residents, coordinates testing, field measures the completed work, reviews and approves pay requests and change orders.

Maintains and updates the AutoCAD Civil 3D software.

Assists in the maintenance of the Village's GIS System.

Assists with the issuance of Village permits.

Assists with the State of Wisconsin PASER street condition reporting.

Assists with the preparation of the annual mileage map and report.

Participate with the local technical group of Brown County/GIS specialists to assist in improving efficiency, standards and improvements as developed by this user group.

Assists with the maintenance of the Public Works website.

POSITION QUALIFICATIONS: Associate Degree in Civil Engineering Technology and working knowledge of AutoCAD Civil 3D design. Experience in construction of streets, sewers, and water utility installations and other work pertinent to public works and municipal projects is also desired.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of materials, methods, and procedures for street, water and sewer design, construction, and the modern principles and practices of civil engineering technology. Knowledge of AutoCAD Civil 3D design and ability to prepare plans for street and utility projects preferred. Knowledge of construction procedures, project estimating, final quantity computations, bid tabulations and project management is necessary.

SUPERVISION/DECISION MAKING: Receives general supervision and works alone on routine work from standard practices and procedures.

INTERACTION: Frequent inside and outside contact with co-workers, other staff, immediate supervisor, and residents. Contacts involve matters where judgement is required to obtain approval from others and obtain consensus on problem solving.