

City of Escanaba
Job Opening
Engineering Assistant II

The City of Escanaba, Michigan, is accepting applications for the full-time position of Engineering Assistant II with the Public Works Department. Duties include design and formulate specifications for public improvement projects including, underground utilities, sidewalk and street improvement projects; design, plat and record new residential and commercial subdivisions; answer citizen inquiries, investigate complaints and resolve citizen issues; prepare reports for submission to federal and state agencies, including Act 51 reporting; perform survey work, data collection and site evaluations for public improvement projects including, new streets, sidewalks, water mains, sewers and recreational facilities; respond to MISS DIG locate requests; oversee and manage the City's sidewalk rehabilitation program; prepare Special Assessment records for sidewalk construction, road improvement, utility construction and other public improvements; prepare plans, contracts and bid documents for water, sewer, paving and construction projects; administer contracts, and evaluate contractor performance, to assure compliance with project requirements and contract specifications; field inspect the work of contractor and provide guidance to inspectors in unusual or difficult work situations; write and interpret legal descriptions for property, easements, etc.; maintain accurate records of City infrastructure and engineering/construction activity. Including digital record keeping with CAD and GIS programs; and represent the City Engineer in matters of policy, and supervise the department operations in the absence of the City Engineer.

Knowledge of design and construction of public improvement projects; knowledge of administering construction contracts; knowledge of CAD, GIS, and office software; valid Michigan Driver's License; working knowledge of surveying, construction inspection and civil engineering practices; knowledge of the nomenclature and conventional symbols of drafting, projection, mathematical tables and the principles of basic physics; knowledge of construction equipment, materials and supplies used in public works projects; ability to read and interpret blueprints and specifications; and ability to supervise the work of a field crew.

Starting rate for this position is \$19.30. Qualified applicants are encouraged to submit a resume and letter of interest via e-mail to hr@escanaba.org or by postal mail, Attn: Human Resource Director, 410 Ludington Street, Escanaba, MI 49829. A complete copy of the job description is available on the City's web site at escanaba.org/jobopenings. The position will remain open until filled.

The City of Escanaba is an Equal Opportunity Employer.

**CITY OF ESCANABA
JOB DESCRIPTION
ENGINEERING ASSISTANT II**

Title: Engineering Assistant II

Classification: Public Works and Clerical Bargaining Unit

Department: Public Works/Engineering

Date: June 2019

GENERAL PURPOSE

The Engineering Assistant II performs surveying and engineering work, while applying Civil Engineering principals and practices. The position is also responsible for construction plans and inspections, including design work and cost estimates.

SUPERVISION RECEIVED

Works under the general supervision of the City Engineer.

SUPERVISION EXERCISED

Supervision is exercised over project personnel, seasonal employees, and outside contractors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following are examples of functions which are essential to the Engineering Assistant position. The list below does not include all functions which the individual in the position will be expected to perform.

1. Design and formulate specifications for public improvement projects including, underground utilities, sidewalk and street improvement projects.
2. Design, plat and record new residential and commercial subdivisions.
3. Answer citizen inquiries, investigate complaints and resolve citizen issues.
4. Prepare reports for submission to federal and state agencies, including Act 51 reporting.
5. Perform survey work, data collection and site evaluations for public improvement projects including, new streets, sidewalks, water mains, sewers and recreational facilities.
6. Respond to MISS DIG locate requests.
7. Oversee and manage the City's sidewalk rehabilitation program.
8. Prepare Special Assessment records for sidewalk construction, road improvement, utility construction and other public improvements.
9. Prepare plans, contracts and bid documents for water, sewer, paving and construction projects.
10. Administer contracts, and evaluate contractor performance, to assure compliance with project requirements and contract specifications.
11. Field inspect the work of contractor and provide guidance to inspectors in unusual or difficult work situations.
12. Write and interpret legal descriptions for property, easements, etc.
13. Maintain accurate records of City infrastructure and engineering/construction activity. Including digital record keeping with CAD and GIS programs.
14. Represent the City Engineer in matters of policy, and supervise the department operations in the absence of the City Engineer.

MINIMUM QUALIFICATIONS

1. High School diploma or equivalent.
2. Knowledge of design and construction of public improvement projects.
3. Knowledge of administering construction contracts.
4. Knowledge of CAD, GIS, and office software.
5. Valid Michigan Driver's License.
6. Working knowledge of surveying, construction inspection and civil engineering practices.
7. Knowledge of the nomenclature and conventional symbols of drafting, projection, mathematical tables and the principles of basic physics.
8. Knowledge of construction equipment, materials and supplies used in public works projects.
9. Ability to read and interpret blueprints and specifications.
10. Ability to supervise the work of a field crew.

SELECTION GUIDELINES

Selection is based on strength of application, interview, formal education, experience, and performance on job related aptitude tests.

TOOLS AND EQUIPMENT USED

Computer and office software including, spreadsheet, database, CAD and GIS software; Standard drafting tools; Pipe locator; Engineering calculator; Vehicles; Phone; Mobile radio; Testing devices.

PHYSICAL DEMANDS

The Engineering Assistant is required to ambulate to, from and around construction sites, and must have the ability to traverse uneven ground and perform inspections on partially completed structures and projects. Must be able to lift/move up to 50 lbs. Must see, hear, touch, feel, walk, talk, climb, stoop, bend and otherwise move about the work place and construction sites.

WORK ENVIRONMENT

Work is performed indoors and outdoors, with the possibility of exposure to inclement weather. There is the potential for exposure to all hazards generally associated with construction sites, including high or precarious places, dust, fumes, electric shock and moving equipment.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

This job description does not constitute an employment agreement and is subject to change by the employer, as the needs of the employer and requirements of the job change.