



Engineering Technician Village of Bellevue, Brown County, Wisconsin

A progressive community located within the Green Bay Metropolitan Area, the Village of Bellevue is a community of 15,300 residents that is poised for significant residential and continued economic growth. Bellevue is seeking a highly-skilled, reliable and ambitious Engineering Technician to provide public works services in our team-driven organization.



Reporting to the Director of Public Works, the Engineering Technician performs technical inspection work on utility and roadway infrastructure improvement projects to ensure compliance with plans, specifications, and contract provisions. This position acts as a project liaison between engineers, contractors, and the public.

This position collects field measurements and survey data and assists in the design of village roadway and drainage improvements. The Engineering Technician also performs day-to-day activities to assist in public works maintenance activities, including field investigations and review of site plans and stormwater erosion control. This position requires a knowledge of surveying, AutoCAD and GIS programs and technology.

For more information about the Village of Bellevue and to find out more about this position, visit our website at www.villageofbellevue.org. To see the complete job description, visit the Job Opportunities page on the Village website.

To apply for this position, send a cover letter, resume, and completed employment application to employment@villageofbellevue.org or mail to:

Village of Bellevue, Attn: Human Resources
2828 Allouez Ave
Green Bay, WI 54311

This is a full-time, exempt position, including a competitive benefits package, with an hourly hiring range of \$24.81 to \$27.48 DOQ.

EOE. The position will remain open until filled.



JOB DESCRIPTION

POSITION TITLE: Engineering Technician

DEPARTMENT: Public Works

REPORTS TO: Public Works Director

FLSA CATEGORY: Non-Exempt

EMPLOYMENT CLASSIFICATION: Full-Time

PAY TYPE: Hourly

LATEST REVISION DATE: 8/2020

POSITION SUMMARY

The position applies diversified knowledge of engineering principles and practices in the construction, inspection, and operation of capital infrastructure. The Engineering Technician performs technical inspection work involving capital projects to ensure compliance with plans, specifications, and contract provisions. This position acts as a project liaison between engineers, contractors, and the public. This position collects field measurements and survey data and assists in the design of village roadway and drainage improvements. The Engineering Technician also performs day-to-day activities to assist in public works maintenance activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Project Inspection

- Performs routine to complex technical engineering inspections of public infrastructure and capital improvement projects for compliance with plans and specifications.
- Maintains field records, including sketches, photographs, drafting, and narrative notes; prepares written reports of inspections.
- Interprets legal requirements and standards of methods, materials, and workmanship.
- Reviews and recommends progress payments and assists in the preparation of change orders.
- Observes, tests, and reports on construction materials; verifies quantities; notifies contractors if unsafe conditions are being observed at construction sites; report work not in accordance with specifications and recommends work stoppage for non-compliance.
- Updates record drawings, verifies the accuracy of field data and coordinates with maintaining the Village GIS mapping and data.

Field Survey and Design

- Utilizes a variety of survey tools and equipment, including measuring rods, tapes, surveying transits, levels, calculators, GPS data collector, and other tools to determine distance, location, dimension, depth, grade, and volumes.
- Performs engineering calculations, prepares sketches and designs from instructions and design data, interprets and converts survey notes to drawings
- Develops, modifies, and maintains computer program files required to provide plans, graphics, maps, and engineering drawings.
- Assists in the design of Village infrastructure projects, including pavement replacement, curb & gutter, culverts, and ditching maintenance projects.
- Assists with the preparation of construction estimates, bid specifications, and other related materials.

Miscellaneous/Administrative Duties

- Investigates conditions that need attention within the public right-of-way, provides recommendations to supervisors, and composes correspondence, including reports and ordinance violation letters.
- Assists with review of site plans and stormwater management plans for compliance with Village requirements. Reviews stormwater erosion control on projects and assists with MS4 permit compliance.
- Assists with the State of Wisconsin PASER street condition report and preparation of annual mileage report.
- Keeps informed of current trends and technology in areas of surveying and civil engineering, and apply to the assigned functional area of responsibility.
- Operates equipment and vehicles as necessary to carry out duties assigned.
- Follows all state laws, local regulations, and work rules pertaining to job safety. Reports any near misses and violations of safety laws, regulations, and rules to their supervisor.
- Performs related duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of engineering and construction principles and practices as applied to the design, construction, and maintenance of public infrastructure facilities.
- Knowledge of mathematical engineering applications, land and surveying methods, and general public infrastructure operations, including public utilities.
- Experience using surveying software and equipment; computer design software such as AutoCAD; GIS software programs such as ESRI; and knowledge of stormwater design software such as HydroCAD, XPSWMM, and WinSLAMM.
- Ability to manage multiple work assignments, prioritize, and complete assignments accurately and timely.
- Ability to take direction, facilitate communication, resolve problems, work individually, or as part of a team.
- Ability to make sound decisions and exercise good judgment in the absence of supervision.
- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and makes use of the principles of descriptive statistics.
- Knowledge of Manual Uniform Traffic Control Devices (MUTCD).
- Ability to comprehend and interpret policy and procedure manuals, work rules, safety procedures, construction plans, GIS mapping, and record drawings.
- Ability to record and deliver information, explain procedures, and follow directions and instructions accurately and in a timely manner.
- Ability to communicate effectively and courteously with the public, board members, administration, supervisors, other Village employees, construction contractors, and others.

REQUIRED EXPERIENCE, EDUCATION, AND TRAINING

- Associate degree in civil engineering technology or related field.
- Five years of progressively responsible experience in engineering practices preferred.
- Must possess a valid Wisconsin driver's license and access to an operable and licensed vehicle.
- Position requires occasional overtime work.
- Must attend safety training sessions meet and associated testing requirements.

PHYSICAL DEMANDS

- This position is performed in both indoor and outdoor settings, possibly in adverse weather conditions.
- Requires the ability to operate/use motorized vehicles and equipment.
- Ability to operate office equipment, including computers, printers, photocopier, and fax machine.

This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. The Village reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position.