

CASCADE CHARTER TOWNSHIP

POSITION DESCRIPTION

Title: Engineering Technician
Department: Engineering
Reports to: Township Engineer
Position(s) Supervised: None
Employment Status: Full-Time; Non-Exempt
Pay Grade: 6

BROAD STATEMENT OF RESPONSIBILITIES:

Under the direction of the Township Engineer, the Engineering Technician supports the Township Engineer in planning, designing, reviewing, and managing municipal infrastructure projects. This role involves administrative, technical, and field responsibilities to ensure township projects are completed efficiently, safely, and in compliance with applicable regulations.

ESSENTIAL FUNCTIONS:

1. Assists the Township Engineer in the oversight, evaluation, and management of Township infrastructure assets, including roads, pathways, stormwater systems, and related public improvements.
2. Performs analysis of existing assets, geography, and parcel configuration for the Township Engineer, utility companies, engineering firms, realty companies, and residents.
3. Maintains engineering records, including maps, permits, and inspection reports.
4. Performs project drafting for plans, grant applications, meetings, and site studies.
5. Assists in the preparation of bid proposals, contract specifications, and engineer's estimates for proposed public improvement projects, and supports project tracking as assigned.
6. Coordinates with contractors, developers, engineering consultants, and other agencies on service contracts related to Township projects and activities; schedules projects; provides technical oversight; inspects work in progress; and ensures compliance with contract specifications and applicable codes and standards.
7. Assists the Township Engineer with stormwater management and regulatory compliance.
8. Provides responsive customer service and clear communication to residents, contractors, developers, consultants, and other agencies regarding drainage concerns, infrastructure issues, project status, and Township engineering standards; responds to inquiries and complaints in a professional and timely manner.
9. Assists in the development and implementation of Township capital planning documents, including the Parks and Recreation Master Plan, Pathways Plan, Capital Improvements Plan, and related plans.

10. All other duties as assigned.

BASIC KNOWLEDGE AND SKILLS:

1. Principles, practices, and procedures of civil engineering.
2. Principles, practices, and techniques of municipal public infrastructure and utility operations and associated regulatory requirements.
3. Interpersonal skills necessary to develop and maintain effective working relationships with public officials, consultants, contractors, fellow employees, residents, and the general public.
4. Ability to prepare clear and concise reports.
5. Ability to critically assess situations, solve problems, and work effectively under stress, within deadlines, and amid changing work priorities.
6. Proficiency with computer applications, including Microsoft Office suite, BSA.net software, and ArcView GIS package.
7. Ability to attend meetings scheduled at times other than normal business hours, travel to other locations, and respond to emergencies outside of business hours.

MINIMUM EDUCATION & BACKGROUND:

- At least two (2) years of relevant college-level course work or an Associate's degree from an accredited college or university in civil engineering or related field.

AND

- At least two (2) years of progressively responsible experience in areas of specialization OR any equivalent combination of training, education, and experience that provides the required skills,
- Valid State of Michigan driver's license.

MINIMUM ENVIRONMENTAL EXPECTATIONS:

- While performing the duties of this job, the employee regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email or in person.
- Position requires regularly reviewing public property and construction projects outdoors where there can be uneven terrain in all weather conditions. An employee in this position must have the strength, stamina, and physical coordination needed to gain access to and traverse sites as described above.

MINIMUM PHYSICAL EXPECTATIONS:

- Position requires keyboarding, telephone work, and filing.

- Position requires extensive periods of time working on the computer.
- Position requires visits to current or proposed construction sites.
- Position requires the ability to push, pull, or lift as much as 25 pounds.
- Position requires the ability to operate a motor vehicle.

REVIEW AND APPROVAL:

Position Incumbent

Date

Supervisor

Date

The above is intended to describe the general content of and requirements for the performance of this position. It is not construed as an exhaustive statement of duties, responsibilities or requirements for the position.