

Sanitary District of Decatur, Illinois

Job Description

Job Title: Engineering Technician
Exempt: No
Location: Administration Building
Hours: Mostly 7:00 a.m. to 4:00 p.m. can fluctuate based on project needs
Reports To: Project Manager

Summary:

Administers construction projects including project site inspections and preparation of bid documents.

Duties and Responsibilities: (Other duties may be assigned)

Provides construction project site inspection services as needed

Develops bid specifications for procurement of materials, services and in house maintenance projects

Assists with the preparation and/or review of contract documents for capital projects

Attends pre-bid and pre-construction meetings, periodic construction progress meetings and bid, quote and proposal openings

Completes as-built drawings of assigned projects for engineering records using computer aided design and PDF software.

Maintains documentation and both physical and electronic files.

Supervisory Responsibilities:

Indirectly supervises the contractors and/or maintenance department employees assigned to projects being observed or inspected by engineering.

Qualifications:

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

Associates degree or equivalent from two-year college or technical school; or 2 years construction inspection experience; or equivalent combination of education and experience. Experience with computer aided design and GIS programs (AutoCAD and ArcGIS preferred).

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Must have the ability to write routine reports and correspondence including field logbooks. Must have the ability to communicate effectively before groups of contractors, employees or public groups.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plane and solid geometry, and trigonometry. Must have the ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning Ability:

Must have the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle or feel objects, tools, or controls and talk and hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee is also required to conduct construction site inspections during many differing weather and terrain conditions.

While performing the duties of this job, the employee is required climb, balance, stoop, kneel, crouch, crawl and smell.

This employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made available to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee routinely works near construction equipment and in an environment typical of a wastewater treatment facility, and occasionally works near moving mechanical parts and large industrial equipment which can be in highly precarious places, these conditions include; seasonal weather, wet humid conditions (non-weather), incidental fumes or air borne particles, and confined spaces.

The noise level in the work environment is usually moderate with periodical exposure to very loud noise levels.

Revision Date: 4/2021

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