POSITION DESCRIPTION

Title: **Project Technician**
Department: Public Services
Union: TPOAM-Supervisors
Salary: $58,292 to $67,481 DOQ, Exempt Position

**GENERAL PURPOSE:** Performs a variety of tasks related to permitting, construction and utility management. Such as inspection, testing, rating, data collection and project over site.

**SUPERVISION RECEIVED**: Works under the general supervision of the Director of Public Services.

**SUPERVISION EXERCISED:** None

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assist in developing and implementing Asset Management Plans (AMP's) for streets and utilities.
- Work with Roadsoft rating roads and data input.
- Assist in working with various state and federal agencies.
- Assist in working with various contaminated sites.
- Assist with various state and federal mandates, including Storm Water Phase II and AMP requirements for roads and sewers.
- Assist in NPDES permitting requirements.
- Research grant opportunities and assist with preparation of applications.
- Assist in providing the information necessary for Act 51 reporting.
- Continually update utility information into line drawings and GIS.
- Maintains and updates City Construction and Engineering Standards.
- Maintains a variety of records relating to inspections and maintenance activity on all City assets.
- Issue ROW & Utility permits and perform inspections**.**
- Develop strategies to maintain various assets throughout the City including, streets, sidewalks, utilities, and facilities.
- Perform construction observation and manage City projects.
- Organize and maintain construction records, as-builts, logs, and other data.
- Provide owner oversight of larger projects.
- Review plans and specifications from developers/builders.
- Review City construction plans and provide comment.
- Work with contracted City engineers on various projects, studies and plans.
- Perform annual sidewalk inspections for repair and replace programs, including development of special assessment districts.
- Work with DPW in developing plans to assist them with repairs on streets and utilities.
- Assist in the evaluation of facilities for maintenance needs.

- Assist in the development of Capital Improvement plans (CIP) for all areas of the DPS.
- Assist in budgeting for projects and (CIP) for all areas of the DPS.
- Stay informed and updated on all new versions, styles, types and upgrades within the industry.
- Maintain various forms of equipment and instrumentation used to perform work.
- Performs all duties in conformance to appropriate safety and security standards.
- Must be very customer oriented with a strong customer service attitude and a willingness to assist and solve problems.

**PERIPHERAL DUTIES**

- Serves on various employee or other committees as assigned.
- Maintains the drawings, as-builts and plans for all City infrastructure.
- Maintains the various Asset Management Plans and Capital Improvement Plans within the City.
- May provide back-up and support for the DPS Director when necessary.

**DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

1. Graduation from high school education or GED equivalent, and, supplemented by two (2) years post secondary college or technical training in civil engineering, material testing and/or construction observation;
2. At least four years experience working with municipal projects, project observation and or material testing; or
3. Any equivalent combination of education and experience.

**Necessary knowledge, Skills and Abilities**:

1. Thorough knowledge of construction standards and practices.
2. Working knowledge of equipment, facilities, materials, methods and procedures used in roads and utility maintenance and construction.
3. Skill in operation of computers, transits, levels and other tools used in this field
4. Ability to perform inspections and testing.
5. Ability to acquire the skills necessary to work with several computer software programs such as, Arcview GIS, Roadsoft, Microsoft Excel, Word and Publisher.
6. Ability to communicate effectively verbally and in writing.
7. Ability to establish and maintain effective working relationships with employees, other departments and the public.
8. Ability to understand and carry out written and oral instructions.

**TOOLS AND EQUIPMENT USED:** Motor vehicle, levels, transits, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, calculator, computers and a variety of specialized software.

**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 use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand, walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust 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 to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in outside weather conditions and an inside office setting using computers and other devices. The environment may include working around large equipment. Additionally site conditions may be hazardous of falling objects, uneven surfaces and trenches.

The noise level in the work environment is usually moderately loud.

**SELECTION GUIDELINES:** Formal application, rating of education and experience; oral interview and reference check; physical exam to include drug screening will be required. Job related tests may be required.

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 if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement or contract between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.