

<p style="text-align: center;">Town of Falmouth, Maine Position Description</p>

Position Title: **Engineering Technician**
Reports To: Town Engineer
FLSA: Non-Exempt

Department: Public Works
Date: March 2020

GENERAL SUMMARY:

Under the general supervisor of the Town Engineer, the Engineering Technician serves as the key staff for assisting with capital improvements projects, review and inspection of site development, the Town's stormwater management program, departmental permits, and the collection of GIS data. This position exercises independent professional judgment and initiative in administering and managing various departmental tasks. Ability to work well in a team environment and work courteously with the public, co-workers, other agencies, and vendors.

ESSENTIAL JOB FUNCTIONS:

- ◆ Administer Street Excavation and Street Entrance Permits, including the inspection of permitted street excavations.
- ◆ Locate and mark utility infrastructure for the Public Works Department.
- ◆ Collect data in the field for GIS data updates and asset management.
- ◆ Assist the Town Engineer with tasks related to the Town's Stormwater Management program.
- ◆ Assist with documenting, reporting, and inspecting private development projects and performance guarantees for compliance with the approved plans and other town requirements.
- ◆ Assist the Town Engineer with survey, layout, evaluation, engineering design, and construction inspection of various capital improvement projects.
- ◆ Assist with the inspection of complaints such as drainage issues, and recommend remedial action, if necessary.
- ◆ Performs special projects work and other duties as assigned.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

- ◆ Associate's degree in engineering technology, environmental science, construction, or a related field preferred.
- ◆ Valid State of Maine driver's license with a clean driving record
- ◆ Engineering or construction experience with road and utility infrastructure (required).
- ◆ Knowledge of principles and practices of civil engineering and construction, which includes maintenance methods, materials, and equipment employed in municipal public works.
- ◆ GIS experience (preferred) as well as the ability to use data collection devices.
- ◆ Considerable knowledge of Microsoft Office Suite.
- ◆ Ability to communicate verbally and in writing to diverse groups and individuals.

SUPERVISORY RESPONSIBILITY:

- ◆ None

WORKING CONDITIONS/PHYSICAL DEMANDS:

- ◆ Works indoors at desk or performs outdoor field work (including inspecting construction projects onsite in all types of weather) and could be exposed to extreme variations of temperature, noise, odors, etc.
- ◆ Moderate physical effort required involving periods of standing/walking bending, pushing, pulling, occasional lifting and maneuvering of moderately heavy objects up to 50 lbs.
- ◆ Ability to use survey layout instrumentation (level, laser level, GPS units, etc.).
- ◆ Use of computer, keyboards and other office equipment requiring eye-hand coordination and finger dexterity. Balancing, crouching, grasping, pulling, reaching and stooping may also be required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Approval

Date

This job description does not constitute an employment agreement 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.