



**VILLAGE OF ALLOUEZ**  
**POSITION DESCRIPTION**

**POSITION TITLE:** ~~Engineering Technician II~~ Senior Engineering Technician

**APPROVED:** ~~May 19, 2015~~ March 15, 2022

**REPORTS TO:** Director of Public Works

**FLSA:** Non-exempt

**JOB PURPOSE:** Plans, drafts, stakes out, prepares estimates and inspects all Village road construction including water, sanitary and storm sewer, curb and gutter, sidewalk and asphalt paving. Provides a limited amount of field surveying and construction staking. Co-ordinates project construction work with general and utility contractors on Village projects.

**DUTIES & RESPONSIBILITIES:** The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive and other duties may be required and assigned.

Prepares engineering plans and specifications for Village civil and municipal construction projects.

Provides inspection of contractor's workmanship and materials on projects.

Prepares the Engineer's Estimate of Probable Construction Cost for Village projects.

Tabulate general construction bids and checks for regulatory conformance for project bids.

Coordinates material testing and analysis of testing results on construction projects.

Issues utility construction permits for cable, fiber optic, electric and gas utilities.

Maintains Village street, plat and construction records.

Assists other Village departments with engineering projects.

Monitor's general contractor's daily activity on projects and responds to requests for information.

Assists with department parking, traffic data, and light pole problems and surveys.

Calculates utility assessments for projects.

Responds to Village resident questions and concerns regarding streets and drainage.

**POSITION QUALIFICATIONS:** A minimum of a two year Associate Degree in Civil Engineering with 7 - 10 year's work experience in civil/municipal street and utility construction and/or municipal engineering experience are required.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of CAD drafting and engineering techniques. Ability to calculate slopes and grades. Sufficient knowledge of surveying. Considerable knowledge of municipal public works construction practices. Ability to carry out assigned projects without detailed instructions and with a minimum of supervision. Ability to assemble and organize data. Ability to work cooperatively with others and to deal tactfully and effectively with contractors; or any combination of qualifications, knowledge and abilities that yield the necessary qualities to perform the required job duties.

**SUPERVISION/DECISION MAKING:** Assigns and reviews seasonal and other employees' work. Receives general supervision and works alone on routine work from standard practices and procedures.

**INTERACTION:** Frequent inside and outside contact with co-workers, contractors, suppliers, immediate supervisor and residents. Contacts involve matters where judgement is required to obtain approval from others and obtain consensus on problem solving.