



TOWN OF BUCHANAN, WISCONSIN
Position Description

Job Title	Engineering Technician
Department	Administration
Employment Status	Full-time
Exempt/Nonexempt Status	Exempt
Grade	4
Salary Range	\$46,000-\$62,100

Scope of Work

This position involves semi-skilled and limited technical field and office work for the Town of Buchanan. Work responsibilities may include construction survey, AutoCAD drafting, construction inspection of infrastructure projects and GIS. This position may perform plan reviews and inspections such as drainage, culverts, driveways, stormwater management, right-of-way excavation, erosion control and road inspection. Work is performed under moderate supervision by the Town Administrator, subject to review to ensure proper work performance.

Supervision

Received	Town Administrator
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Exercised	N/A
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Essential Job Functions

The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Assists with GIS updating and utilization.

- Assists with permits and diggers hotline administration.
- Organizes and updates as-builts and other records.
- Assists Town Engineer with infrastructure inventory, creation, and maintenance.
- Drafts construction plans and miscellaneous drawings as required.
- Assists engineers in design layout of projects and quantity takeoffs.
- Serves as a civil drafting and design technician performing civil design utilizing AutoCAD Civil 3D, including miscellaneous drawings as requested.
- Competently operates survey instruments, including GIS, total station, data collector, auto level, and various hand tools.
- Competently gathers and displays survey data, including topological and design data.
- Performs survey work as requested.
- Observes construction practices/techniques of contractors in public works projects.
- Maintains a daily record of all work performed, records measurements, and completes daily reports.
- Answers questions regarding location of properties, utility locations, etc.
- Acts as a liaison between the contractor, Town staff and the general public.
- Responds to or refers complaints.
- Promotes and maintains positive departmental public relations and image with customers, which include other Town staff, developers, contractors, engineers, property owners and the community in general.
- Stormwater Compliance with the Town MS4 Permit.
- Stormwater Plan Review such as using WinSLAMM and HydroCAD, Grading and Erosion control.
- Knowledge of Storm Sewer installation and the ability to set grades to adequate slope that meet the State construction standard.
- Knowledge of Water and Sanitary Sewer installation as it related to road construction.
- Perform culvert staking and inspection.
- Review and inspection drainage concerns.
- Perform road PASER ratings.
- Complete the Illicit Discharge Detection Evaluation.
- Perform pond inspection and maintenance.
- Plan review and inspection for erosion control and site plans.

Other Job Functions

- Evaluate existing pavement and utility conditions.
- Performs related duties as assigned.
- May assist with winter maintenance, e.g., plowing.

Requirements of Work

Graduation from an accredited college or university with an Associate's Degree in engineering, or a related field, including or supplemented by three to five years of experience in a municipal government environment; or any equivalent combination of training and experience which provides the following knowledge, ability and skills.

Knowledge of	<ul style="list-style-type: none"> • The principles, practices, materials, procedures and methods of public works construction. • Mathematical procedures and the ability to perform minor engineering calculations accurately. • The development and implementation of policies, procedures, and plans. • Computer skills.
Ability to	<ul style="list-style-type: none"> • Read, interpret and understand construction plans and specifications. • Understand and carry out oral and/or written instructions. • Establish and maintain effective working relationships with other employees and the public, and to deal with the public in a courteous and tactful manner. • Keep detailed records of contract work performed. • Withstand a variety of temperatures.
Skill in	<ul style="list-style-type: none"> • The operation and maintenance of survey, inspection and drafting equipment.

Necessary Special Requirements

Valid Wisconsin driver's license, good driving record and the ability to drive a car or light truck.

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.

- Work is performed in the field and in the office; hand-eye coordination is necessary to operate equipment for the position. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is required to sit, stand, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls, and reach with hands and arms.
- The employee is required to walk, climb or balance, stoop, kneel, crouch, or crawl to perform engineering inspection in the field.
- The employee must occasionally lift and/or move up to 50 pounds.