



CITY OF URBAN DALE
invites applications for the position of:

Engineering & Stormwater Technician

SALARY: \$24.63 - \$36.95 Hourly
 \$1,970.69 - \$2,956.12 Biweekly
 \$51,238.00 - \$76,859.00 Annually

OPENING DATE: 07/05/18

CLOSING DATE: 07/26/18 11:59 PM

SUMMARY DESCRIPTION:

Under the general direction of Assistant Director of Engineering, performs a variety of skilled drafting and surveying to produce engineering maps, plans and drawings of public infrastructure improvements, and to inspect public works projects for compliance with construction specifications and public works standards. This position is also responsible to perform a variety of tasks related to stormwater management and inspection related to construction sites to ensure compliance with applicable rules and standards.

ROUTINE JOB DUTIES/RESPONSIBILITIES:

- Responsible for the inspection and construction administration of all engineering projects including, but not limited to: paving (streets, parking lots, driveways and sidewalks), sanitary sewer, storm sewer, grading, water main and drainage structures to insure compliance with construction specifications and approved plans.
- Enforces compliance with construction specifications and public works standards. Responds to inquiries and assists contractors and sub-contractors regarding applicable compliance requirements.
- Responsible for erosion control inspection of City owned construction projects as well as subdivision and home builder sites to insure compliance with the City of Urandale's Construction Site Erosion Control Ordinance.
- Ensures compliance with the City's MS4 permit.
- Maintains and updates the City's database of erosion control inspections and prepares correspondence to notify contractors/developers of the inspection results.
- Interact with contractors, builders, developers, and Department of Community Development staff to address/resolve erosion control complaints and/or violations.
- Prepares and maintains complete project inspection records.
- Catalogs and files construction plans, maps, deeds and easements, drainage issues from work orders and field inspection notes. Scans all construction plans for archive. Maintains databases of electronic scanned files, maps, and aerial photographs through the City's geographical information system (GIS).

- Reviews construction plans, plats and cost estimates submitted by consulting engineers/contractors and utilities to ensure conformance with established requirements.
- Gathers and provides information to contractors, consultants, city employees/departments, and the public, including as-built drawings, aerial photographs, easements, right-of-way information, and utility locations.
- Utilizes global positioning system to locate City infrastructure systems such as sanitary sewer, storm sewer, signs and fiber optics.
- Responsible for locating and marking City infrastructure through the Iowa One Call system.
- Reviews right-of-way work applications/ plan sets and enforces the right-of-way ordinance.
- Performs other duties and responsibilities as assigned.

Periodic Job Duties/Responsibilities

- Designs Capital Improvements Projects under supervision.
- Provides Engineering cost estimates.
- Trains municipal employees about MS4 compliance.

TYPICAL QUALIFICATIONS:

- High School diploma or equivalent.
- One (1) to three (3) years working experience in engineering design or public works construction, or two (2) years of field experience in construction, engineering, erosion control, or inspection, or two (2) years of an equivalent combination.
- Valid Iowa Drivers' License

SUPPLEMENTAL INFORMATION:

The Civil Service testing process will consist of a written test and onsite oral board interview. Those meeting minimum qualifications will be invited to take the written test. Those who meet the minimum passing score of 70% or higher on the written test will be invited to participate in the onsite oral board interview phase. Those passing the interview phase with a score of 80% or higher will be placed on the certified list of candidates eligible for hire. Candidates qualified for testing will be notified of test dates as appropriate, via the governmentjobs.com email notifications.

Pre-employment drug screen required. The City of Urbandale is an Equal Opportunity Employer. Note: Persons with disabilities must submit requests for ADA accommodations to the Human Resources Department, in writing, prior to the application deadline.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.urbandale.org>
kkanne@urbandale.org

Position #18-Eng SW Tech-01
 ENGINEERING & STORMWATER
 TECHNICIAN
