

CITY OF GOSHEN, INDIANA

POSITION DESCRIPTION

Department: Engineering

Position: Technician I

Job Category: LTC (Labor, Trades, Crafts)

Scheduling: 40 Hours

FLSA Status: Non-exempt (Hourly)

Date of Announcement: October 10, 2017

Application Deadline: Until position is filled

Essential Duties and Responsibilities:

The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive.

- Inputs locational data of water, sewer, street, rights-of-way, addresses, flood plan, railroads, rivers and creeks, storm basins, boundaries, voting districts, manholes, valves, hydrants, section markers, school districts, and parcel numbers.
- Assigns/tags desired assets on maps for database input/retrieval; creates a "geocoding system".
- Researches, updates, and maintains the City's geographic information system (GIS).
- Maintains the City's road mileage and asset inventory (GASB 34).
- Prepares copies of maps.
- Performs field work for surveys.
- Operates a personal computer to perform drafting, utilizes specialized software; prepares presentation quality graphics for all City departments.
- Provides information and assistance to other departments and the general public; answers questions relevant to public assets.
- Inspects City and private construction projects; conducts air tests for sewer and water tests for water.
- Performs other related essential duties as required.

Minimum Training and Experience Required:

- Vocational/technical training and/or civil technical knowledge, AutoCAD training, and three to five years relevant work experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.
- Ability to utilize specialized departmental software including AutoCAD, AutoCAD Civil 3D, Windows, and others.

Special Requirements:

- No special licensure or certification is required.

Minimum Physical and Mental Abilities:

- Ability to operate a variety of automated office machines.
- Ability to utilize departmental equipment and tools including drafting and survey instruments, locators, levels, total station, department vehicles, manual/automatic traffic counters, etc.
- Ability to exert physical effort in sedentary to light work involving routine stooping, kneeling, crouching, and reaching; ability to engage in prolonged visual concentration.

Mathematical Ability:

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and measure data; must possess a working knowledge of list processing, algebra, trigonometry, analytical/descriptive geometry, logic statements, and programming.

Language Ability and Interpersonal Communication:

- Ability to comprehend and correctly use a variety of informational documents including maps, graphs, and other reports and records.
- Ability to comprehend a variety of reference books and manuals.
- Ability to prepare maps, charts, posters, signs, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to use and interpret civil engineering and computer terminology and language.
- Ability to perceive and discriminate colors and shapes.
- Ability to use independent judgment, common sense, and principles of rational systems in the performance of tasks.
- Ability to work under stressful conditions.
- Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly.
- Ability to advise and interpret the application of policies, procedures and standards to specific situations; ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.
- Ability to communicate effectively.

Environmental Adaptability:

- Ability to work effectively in an office environment.

Rate of Pay:

Grade 11 as designated by current salary ordinance.

Min - \$19.04

Mid - \$22.80

Max - \$26.56

Work Hours

Monday - Friday, 7:00 a.m. - 4:00 p.m.

Applications available in Human Resources, 204 E. Jefferson St., Goshen or online at www.goshenindiana.org. Click Job Opportunities.

The City of Goshen provides equal employment opportunities to all employees and applicants for employment. EOE/Drug Free/Smoke Free