RESOLUTION OF THE COMMON COUNCIL	
Authorizing and directing the proper city official(s) to commence with the hiring of a Planning Department Engineering Technician and accept the grade level of 10 from Springsted/Baker Tilly with a wage range of $23.23 - $30.65 per hour. Committee Finance Committee recommends approval 4-0	
File Number: R-000-2020	**Date Introduced:** March 10, 2020

WHEREAS, the Finance Committee received a request from the Human Resources & Risk Management Director to approve the hiring of a Planning Department Engineering Technician and accept the grade level of 10 from Springsted/Baker Tilly with a wage range of $23.23 - $30.65 per hour, and

WHEREAS, the Finance Committee met on Tuesday, March 10, 2020, to review the hiring of a Planning Department Engineering Technician at grade level of 10 from Springsted/Baker Tilly with a wage range of $23.23 - $30.65 per hour, and

WHEREAS, the Finance Committee recommends approval (4-0) of the hiring of a Planning Department Engineering Technician at grade level of 10 from Springsted/Baker Tilly with a wage range of $23.23 - $30.65 per hour, now therefore,

BE IT RESOLVED by the Common Council of the City of Stoughton that the proper city official(s) be hereby authorized and directed to commence with the hiring of a Planning Department Engineering Technician and accept the grade level of 10 from Springsted/Baker Tilly with a wage range of $23.23 - $30.65 per hour.

Council Action: ☐ **Adopted** ☐ **Failed** **Vote** _____

Mayoral Action: ☐ **Accept** ☐ **Veto**

_____ _____

Timothy Swadley, Mayor **Date**

Council Action: _____ ☐ **Override** **Vote** _____

Stoughton Wisconsin

PLANNING DEPARTMENT

Engineering Technician

SALARY RANGE: $23.23 - $30.65 **PAY GRADE:** 10 **FLSA:** N

REPORTS TO: Planning Director

SUMMARY OF POSITION:

The purpose of this position is applying engineering fundamentals while overseeing construction tasks, interpreting plans and specifications, solving technical challenges, documenting progress, and communicating and working as part of a team. The ideal candidate would be a self-motivated, responsible individual. This job requires the ability to work in both a field and office environment and may require extended periods of time in the field, accessing work areas by foot, ladder, elevated platform, etc.

DUTIES AND RESPONSIBILITIES:

Core Duties and Responsibilities - The following duties are the primary duties of this position, but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Conduct field inspections of existing sidewalks, document replacement or repairs that are needed.
- Prepare preliminary assessment schedules for sidewalk & curb and gutter projects; prepare communications with property owners and answer questions on assessment process and the work to be completed. Prepare final assessment schedule based on actual work completed to City standards.
- Assist with management of major public construction projects and provide on-site construction engineering and inspection to ensure conformance of completed work to contract plans, specifications and applicable standards.
- Review and respond to submittals, correspondence, and other project documents.

Council Approved:

- Communicate regularly and effectively with project team and stakeholders to ensure the success of projects.
- Perform stormwater illicit discharge inspections. Document inspections and pursue corrective actions.
- Conduct permit required inspections of stormwater outfall structures and report findings.
- Perform stormwater permit documentation and reporting activities along with preparation of annual report.
- Review stormwater and erosion control permit applications for compliance with regulations. Follow up with on-site inspections to insure compliance; work through progressive enforcement techniques to bring into compliance when necessary.
- Organizes electronic files of construction plans and associated project paperwork.
- Review and recommend progress payments for construction projects.
- Compose correspondence including violation letters.
- Meet and confer with contractors, public agencies, and the public; responds to inquiries and investigates complaints concerning infrastructure, capital improvement projects, requirements and standards.
- Assist with the preparation of construction estimates, bid specifications, and other related materials.
- Inspect City construction projects for compliance with plans and specifications.
- Observe, test and report on construction activities; verify quantities; report unsafe construction site conditions, report work not in accordance with specifications.

QUALIFICATIONS:

The ability to perform the Core Duties listed above and:

- An associate's or bachelor's degree in surveying, civil engineering technology, or related degree.
- Wisconsin Soil Erosion Inspector certification or ability to obtain within 12 months.

Council Approved:

- Valid Wisconsin motor vehicle operator's license is required.
- Prior surveying experience or a desire to learn preferred
- 3 or more years of experience as an engineering technician including design, construction inspection, is preferred
- Ability to utilize GIS hardware and mapping software is preferred
- Knowledge of computer design software such as WinSLAMM, AutoCAD, Hydro CAD and GIS based software such as ERSI is preferred.
- Basic proficiency using Microsoft Office Software required.

Language Ability and Interpersonal Communication Skills

- Ability to communicate effectively and professionally with the public, Council members, Leadership Team Members, other City employees, construction contractors and other.
- Ability to take direction, facilitate communication, resolve problems, work individually and as part of a team.
- Ability to interpret construction plans, specifications and estimates, budget worksheets, billing invoices, design and construction manuals, plat books, aerial photography and slides, and other sources of resource information.
- Ability Knowledge of pertinent laws, statutes, regulations, and terminology.
- Ability to maintain accurate and complete records, and prepare clear and comprehensive reports.
- Ability to comprehend and interpret a variety of documents including billing invoices, reports, accounting records, state and other statutes and regulations, technical guides and manuals, etc.
- Ability to record and deliver information, explain procedures and follow directions and instructions accurately and in a timely manner.
- Detail orientated and ability to multi task

Council Approved:

- Ability to use and interpret civil engineering technology.
- Ability to manage multiple work assignments, prioritize, and complete assignments accurately and timely.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and percent's.

Physical Requirements

- Ability to use a variety of tools and equipment including tape measure, calculator, surveying transit, GPS data collector, and other tools to determine distance, location, dimension, depth grade and volumes.

Environmental Adaptability

- Ability to work in both indoor and outdoor environments and may, on occasion, be exposed to adverse weather conditions, including extreme heat and extreme cold, high winds, and wet/humid conditions.
- Ability to work near moving mechanical parts in precarious places; and occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, dust, and vibration. On occasion, employee may be exposed to situations, which could involve an element of personal risk, requiring compliance with necessary safety procedures. The noise level in the work environment is generally quiet to moderately noisy. The ability to regularly work in an office environment.

EQUAL OPPORTUNITY EMPLOYER:
The City of Stoughton is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

Council Approved: