

**City of Mason**  
**Employment Opportunity**  
**For**  
**Civil Engineering Technician**

<b>Hiring Range:</b>	<b>\$30.63 &amp; Up per. hr. DOQ</b>	<b>Classification:</b>	<b>Unclassified</b>
<b>Reports To:</b>	<b>City Engineer/Designee</b>	<b>FLSA:</b>	<b>Non-Exempt</b>
<b>Posted:</b>	<b>09/15/2023 – 10/01/2023</b>	<b>Department:</b>	<b>Eng. and Building</b>
<b>Working Hours:</b>	<b>40 hrs. Per week</b>	<b>Status:</b>	<b>Full-Time</b>

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**General Statement of Duties and Distinguishing Features of Class**

Under general supervision, is responsible for coordination, inspection, and monitoring of a variety of public works, utility, Capital Improvement Projects, and new development and repairs to existing projects for conformance to plans and/or specifications. Perform duties as assigned and actively participate in required and needed training and refresher training. Ability to assimilate a large amount of information upon coming into the position and remain up to date.

This is a public service job based in trust, credibility, and competency. It is a critical requirement of this position that the incumbent displays the desire and ability to perform and behave (on duty, as well as off duty) in a manner that does not damage or endanger the loss of trust with the public, co-workers, and other public safety forces. Candidate must meet the following qualifications and requirements at the time of appointment.

**Examples of Work (Illustrative Only)**

- Keep records and make reports of inspections.
- Investigates drainage complaints and construction violations, notifies offenders, and works with them to correct violations and/or other problems.
- Work hours as needed by City Engineer or designee.
- Reviews requests for release of Subdivision Bonds.
- Prepares final punch lists, and coordinates inspections from several departments.
- Directs and participates in the inspection of large construction projects, including roads, streets, alleys, storm sewers, soil erosion, and water and sewer lines.
- Submits recommendations or changes, and acceptance or rejection of field work.
- Ability to read drawings, take off quantities, and prepare estimates.
- Keeps the City Engineer or designee informed of the progress of projects.
- Gathers information necessary to keep accurate records.
- Takes field measurements, calculates quantities, and records units for payment to contractor.
- Furnishes information to the public, contractors, and engineers.
- Checks installation in City rights-of-way, including driveway aprons, sidewalks, etc.
- Checks development plans submitted to the City for approval as to their confirmation to the City code and Standards and informs Engineers of any irregularities.
- Ability to work on computers.
- Ability to manage time in a dynamic, stressful environment; and
- Works closely with departments, co-workers, and supervisors to accomplish department goals.
- Periodically attends evening City Council work sessions, HOA meetings, and resident meetings to present project updates.

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**Engineering Technician**

**Skills, Knowledge, and Abilities: The following is preferred:**

- Knowledge of materials, tools, and methods used in construction work.
- Ability to read and interpret plans and specifications.
- Ability to assist with all phases of construction management including reports, contract documents, specifications, inspections, billing, etc.
- Ability to prepare cost estimates.
- Maintain working relationships.
- Ability to multi-task and prioritize work based on need.
- Ability to read and understand test results.
- Ability to communicate well verbally and in writing.
- Ability to write reports, letters, technical documents, etc. as needed.
- Possession of good English, proper grammar, and superior customer service skills.
- Able to interpret instructions in written or oral form.
- Ability to increase the department's capabilities and quality-related issues.
- Willingness to learn and grow - assisting in "Commitment to Excellence to Public Service"; and
- Demonstrated willingness to support and practice those policies outlined in the Employee Manual.

**Minimum Education, Experience, and Requirements**

- High School Diploma or equivalent.
- 2-year Associate's Degree in Engineering, Building, Surveying, and/or Construction Management or currently enrolled in such program.
- Possess and maintain a valid State of Ohio driver's license during the duration of employment in this position.
- Possess a good driving record at the time of employment and is insurable.
- Demonstrated work history of sound decision-making.
- Demonstrated work history of the motivation required to complete assigned tasks effectively and efficiently.
- Establish sound working relationships with co-workers, supervisors, and residents.
- Willingness to take on continuing education as it may apply to the position.
- Possess or be willing to obtain CDL, Class B license, with tanker endorsement within six months of employment.

**Physical Requirements:**

- Visual acuity and perception are required.
- Auditory acuity to hear the cell phone, radio, or communication in construction area.
- Ability to move in and out of a vehicle numerous times a day.
- Ability to sit at a computer station for extended periods of time.
- Mobility to respond to customers in a timely fashion, file and make copies; and
- Ability to perform physical labor in varying climates, weather conditions, and on uneven ground.