

THE CITY OF TEXARKANA, ARKANSAS
is accepting applications for the following position:

ENGINEERING TECHNICIAN

Full Time

SUMMARY OF ESSENTIAL DUTIES:

- Inspect project sites and evaluate contractor work to detect design malfunctions and ensure conformance to design specifications and applicable code; ensure proper signage and barricading and construction are by plans.
- Enforce City ordinances, policies, procedures, and guidelines associated with on-site and off-site improvements.
- Report maintenance problems occurring at project site to supervisor and negotiate changes, as directed, to resolve system conflicts.
- Analyze proposed site factors and design maps, graphs, tracings and diagrams to illustrate findings.
- Read and review project construction documents and structural specifications to determine dimensions of structure or system and material requirements.
- Confer with supervisor to determine project details, such as plan preparation, acceptance testing and evaluation of field conditions.
- Prepare specifications and design plans for Public Works projects as directed.
- Prepare reports and document project activities and data; scan field division files, plans and records.
- Collect geographic information systems (GIS) data.
- Support the City's policies, goals and objectives and work with management and other staff to ethically achieve such goals and objectives; ensure compliance with safety procedures.
- Perform other duties as required or assigned.
- Assist with preparing engineering project estimates of probable costs using cost data or similar projects to identify capital needs.
- Responsible for assisting with Public Works Capital Projects ranging from roadway expansion, traffic signals, guardrails, and development review.
- Responsible for enhancing the safety and well-being of the community by performing professional engineering activities in support of Civil Engineering and Transportation projects, including but not limited to streets, bridges, traffic signals, and alleyways. Prepare and design construction plans and specifications for projects as directed by the Public Works Director.

- Responsible for reviewing site and development plans, reviewing projects and plans, and providing other civil engineering duties as assigned to by the Director to meet the needs of the City.
- Responsible for supervising project consultants and contracted firms.
- Performs other duties as required or assigned

POSITION SPECIFICATIONS:

A high school diploma or GED, supplemented by course work in surveying, civil engineering, or other engineering discipline from an accredited college, university or technical school is required. A Bachelor's degree from an accredited college or university in Engineering or a related field such as Land Surveying or Business Administration is preferred. and one (1) year paid fulltime experience as an engineering inspector, performing construction inspection, public improvements or related field; OR any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the work. A valid driver's license is required.

REQUIRED KNOWLEDGE OF:

- Public Works Department operations, policies, and procedures; City Code; City Ordinances.
- Advanced practices, techniques, and principles of civil engineering as it relates to transportation and projects.
- Federal Manual of Uniform Traffic Control Devices, and state Model Traffic Code
- Data analysis techniques, statistics, and project management
- Construction principles and practices
- Applicable laws, codes, rules, regulations, and design standards
- City policies and procedures
- Principles and practices of budget development and administration
- Organization and time management

REQUIRED SKILL IN:

- Reading construction related documents such as maps, plans, cost estimates and specifications.
- Establishing and maintaining cooperative working relationships with contractors, coworkers and other individuals in contact during the course of work.
- Communicating clearly and concisely; following instructions; working with little or no direct supervision.
- Operating a personal computer utilizing standard software such as Microsoft Office and specialized software and standard office equipment.

PHYSICAL DEMANDS / WORK ENVIRONMENT:

- Field work is performed in an outdoor environment, will require operation of a vehicle.
- May be required to perform a full range of motion with lifting and/or carrying items weighing up to 50 pounds.
- Some work is performed in a standard office environment.
- May require frequent sitting and continuous operation of a personal computer.
- Ability to work near moving mechanical parts and in high, precarious places.

SALARY RANGE:

Contingent on Skills and Experience.

Applications and resumes will be accepted at Arkansas City Hall until the position is filled. Applications and resumes may also be faxed to (870)772-8182; emailed to Skylar.Krause@txkusa.org; or accessed online at <https://cityoftexarkanaar.com>. The City of Texarkana, Arkansas is an Equal Opportunity Employer and provides all applicants and employees equal opportunity without regard to race, color, sex, religion, national origin, age, marital or veteran status, or any other legally protected status.