

## CITY of AZTEC JOB DESCRIPTION

<b>Job Title:</b>	Senior Civil Design Technician
<b>Department:</b>	Public Works
<b>Shift:</b>	Regular 40 hours - 4 day week, 7 am - 6 pm
<b>Pay Plan:</b>	GRD 18.1 \$19.05/HR
<b>Exempt:</b>	No
<b>Reports To:</b>	City Engineer/Public Works Director
<b>General Direction From:</b>	City Engineer/Public Works Director
<b>Position Closes:</b>	<b>OPEN UNTIL FILLED</b>

### PURPOSE & NATURE OF JOB

Requires extensive knowledge and use of AutoCAD in the DESIGN of capital projects. Assists with planning and develops design of public works infrastructure improvements. Familiarity with industry standards and state of New Mexico regulations related to roadway improvements. Use and knowledge of Global Positioning System (GPS) survey equipment essential. Knowledge of traffic control operations and safety in accordance with the Manual on Uniform Traffic Control Devices required. Coordinates assigned activities with other City departments and outside agencies; provide highly responsible and technically complex support to the City Engineer/Public Works Director.

### ESSENTIAL DUTIES

- Works under the guidance of the City Engineer/Public Works Director. Plans and designs City capital improvement projects as assigned. While using professional level knowledge and experience, works under the direction of the City Engineer on various projects as assigned with general oversight. Uses creativity in the design of new public works infrastructure.
- Participate in the development and implementation of Public Works projects, including designing and drafting using AutoCAD to the completion of deadlines. Must be seasoned decision-maker as errors may result in deteriorated department image and serious consequences including legal liability and substantial city resources to correct.
- Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general public.
- Operates a motor vehicle to assist in carrying out the business of the Public Works Department and the City.
- Prepares reports using various software including but not limited to Microsoft Excel, Word & Power Point, AutoCAD, for presentation to Director of Public Works and City Manager.
- Prepares engineering estimates and budget in assigned area of responsibility.
- Knowledge of traffic control operations and safety in accordance with the Manual on Uniform Traffic Control Devices required.

- Develops construction designs, estimates and schedules for roadway improvements and improvements to the water and wastewater systems under the guidance of and for the approval of the City Engineer.
- Performs technical research and economic analysis as required for capital improvement projects.
- Must perform accurate design calculations and cost estimates.
- Attendance at work is an essential function of this position.
- Participates in overall departmental activities as a member of the Public Works Director's management team.
- Responds to public inquiries and concerns regarding the Department's programs and activities and makes reasonable attempts to answer questions and correct problems.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- Provides input to Public Works Director and City Engineer on infrastructure improvement needs.
- Works with other city departments, private utilities, consulting engineers, contractors and other organizations as needed.

<b>RESPONSIBILITIES</b>
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<b>Supervision:</b>	Has project completion responsibility.
<b>Public Contact:</b>	<ul style="list-style-type: none"> <li>• Contacts with public and/or managers regarding routine technical matters.</li> <li>• Contact with consultants, contractors and vendors relating to project design and construction.</li> <li>• Contact with vendors relating to materials, equipment and services purchases.</li> </ul>
<b>Budget:</b>	Not applicable.
<b>Other:</b>	<ul style="list-style-type: none"> <li>• Ability to manage multiple projects by applying project management techniques.</li> <li>• Ability to understand and follow oral and written instructions, blueprints and sketches.</li> <li>• Ability to keep records and make reports</li> <li>• Ability to establish and maintain effective working relationships with associates, consultants and contractors</li> <li>• Ability to plan and design roadway and other infrastructure projects.</li> <li>• Ability to read construction documents</li> <li>• Ability to communicate effectively orally and in writing</li> <li>• Ability to understand, follow and transmit written and oral instructions</li> <li>• Ability to work under stress and handle stressful situations</li> <li>• Ability to meet deadlines</li> <li>• Ability to make decisions and attend to details of infrastructure</li> </ul>

- development, design
- And construction
- Creative ability to prepare plans and specifications for new infrastructure design
- Ability to understand and follow oral and written directives and adopt the priorities established by the City Engineer/Public Works Director.
- Ability to establish and maintain effective and cordial working relations with other employees in a team environment and the public.

## GENERAL INFORMATION

The duties/responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

## MINIMUM JOB QUALIFICATIONS / REQUIREMENTS

- Must be able to pass a pre-employment physical and drug screen.
- Must have a valid driver's license.
- Must have or obtain Traffic Control Technician Certification (TCT) within 12 months of hire.

### Education:

2-year Associates degree in AutoCAD.

A minimum of 4 years experience designing infrastructure projects, a minimum of 4 years local or state government employment with a minimum of 2 years experience in the public works with street, water and sewer infrastructure design and field inspections.

### Experience:

- Use and knowledge of Geographical Information Systems (GIS) and Global Positioning System (GPS) equipment required.
- Computer expertise using AutoCAD and extensive experience in capital project design required. Computer knowledge and experience must include working expertise in Microsoft Office Suite including word processing and spreadsheet construction and maintenance.
- Must be seasoned civil design technician as errors may result in deteriorated department image and serious consequences including legal liability and substantial city resources to correct.
- Must have project planning, design, construction estimating, organization and implementation with time and budget management skills.

### Knowledge:

- Knowledge of equipment, materials and supplies used in

Public Work activities and construction for streets and water and sewer systems construction, repair and maintenance.

- Knowledge of Civil Engineering principals relating to roadway construction, water and sewer infrastructure.
- Knowledge of water distribution & waste water collection systems and road construction and maintenance techniques required.
- Knowledge of: laws, rules, regulations, and engineering standards related to the planning, design and construction of public works projects including roads, sewer collection and water distribution.
- Thorough knowledge of and working experience using the "Manual on Uniform Traffic Control Devices".

**Certificates/Licenses:** Must have or obtain Traffic Control Technician Certification (TCT) within 12 months of hire.

**Recertification:** Recertification and maintenance of TCT.

**Use of Tools and/or Equipment:** Computers, printers, fax machine, plotter, copy machine  
Equipment: pickups and city automobiles

## WORK ENVIRONMENT

**Physical Demands:**

- Must be in good health with good eye sight and hearing
- May be required to lift and/or carry up to 35 pounds.

**Hazards:**

- Occasional travel in a City vehicle within the City will be required.
- Recurring conditions which involve chance of injury include working in traffic conditions on city streets.
- Exposure to UV radiation.

**Exposures:**

- Exposure to hazardous work conditions including exposure to dust, construction materials including concrete and hot and cold asphalt, grease, oil, paint, extreme temperature, or severe outdoor weather conditions.
- The primary work site is inside in a office setting with occasional exposure to cold weather in the 30-40F° and heat in the 100F° range.
- May have some expose to fumes of hot mix asphalt, sewer and other related utility and street environmental exposures including vehicles exhaust.
- May be required to work around heavy vehicular traffic.