



City of Ankeny Iowa Engineering Technician II

SALARY	\$35.11 - \$47.13 Hourly \$73,039.00 - \$98,024.00 Annually	LOCATION	1210 NW Prairie Ridge Dr, Ankeny
JOB TYPE	Full Time	JOB NUMBER	00565
DEPARTMENT	Municipal Utilities	OPENING DATE	03/11/2024
CLOSING DATE	3/28/2024 11:59 PM Central		

Function

The City of Ankeny is accepting applications for the fulltime position of Engineering Technician II in the Municipal Utilities Department.

Starting salary for fiscal year 2024, plus excellent benefits:

- Engineering Technician II - **\$35.11-\$40.65** per hour depending on qualifications and experience
- **Must have Iowa DOT - Level I Portland Cement Concrete and Aggregate Technician certification upon hire**

Hours are Monday - Friday, 8 AM - 5 PM with additional on-call/overtime hours as needed.

Applications must be received by Thursday, March 28, 2024 at 11:59 PM. Interested individuals should apply and may attach a resume along with any certifications held and a detailed cover letter expressing interest. *Pre-employment physical, drug screen and background check required.*

*To advance in the hiring process, you must pass a civil service exam to be administered to all qualified applicants. Additional information will be emailed on **Friday, March 29, 2024**. Please check your email (and junk email) for testing information. Contact HR if you do not receive the testing information on 03/29/24.*

Principal Duties and Responsibilities

Under the general supervision of a Professional Engineer, performs a number of duties and oversight functions including, but not restricted to the list below.

- Performs construction observation for all Municipal Utility Capital Improvement Projects (CIP) to ensure contractors are following approved construction plans and specifications.
- Attends preconstruction meetings, weekly construction meetings, and project walkthrough meetings for Municipal Utility Capital Improvement Projects.
- Inspects construction sites of CIP to determine compliance with approved plans and specifications, to check staking, to advise on construction activities, and to note any concerns with project or traffic related issues related to said project.
- Tests or oversees testing of construction materials to ensure they meet prescribed standards.
- Maintains project field books, performs field measurements, quantifies bid items, and prepares payment applications and change orders.
- Reviews engineering plans and cost estimates for CIP within the Municipal Utilities Department in accordance with Statewide Urban Design and Specifications (SUDAS) and City of Ankeny Standards and Codes.

- Participates in the in-house engineering design and preparation of construction documents for CIP including plans, specifications, cost estimates, bidding documents, and easements.
- Reviews material submittals and shop drawings for materials to be incorporated into projects for correctness and compliance to prescribed standards.
- Assists with work activities for the City's record drawing repository, including the filing and archiving of digital and paper copies of as-built construction plans for CIP projects and entry into our GIS systems.
- Reviews projects under construction with assigned consultant to audit inspection process.
- Completes a variety of computations including distances, angles, as-built calculations, and quantities.
- Assists with maintaining and updating water and sanitary sewer system data by utilizing GIS software.
- Interprets and explains ordinances, codes and regulations to contractors, homeowners and interested parties.
- Assists other departments and divisions during emergencies and performs related duties as assigned.

Entry Requirements and Skills

Associate in Applied Science (AAS) degree in Civil Engineering Technology, or related field.

Shall possess and maintain a valid motor vehicle operator's license issued by the State of Iowa.

Entry-level knowledge of modern principles and practices of public works, civil engineering, and municipal utilities operations and maintenance. Basic knowledge of computer aid drafting (CAD), geographic information systems (GIS), and surveying principles. Ability to communicate and cooperate with co-workers, contractors, and the general public.

Shall have a minimum of five (5) years of experience as a Civil Engineering Technician I (or comparable position) and possess the following certifications:

Shall possess the following certifications at hire:

- Iowa DOT – Level I Portland Cement Concrete (PCC)
- Iowa DOT – Aggregate Technician

Shall possess or be able to obtain within six (6) months from hire:

- ITCP-CIPP Certification (Inspector Training Certification Program – Cured in Place Pipe Certification Class) – NASSCO
- PACP Certification (Pipeline Assessment Certification Program) – NASSCO

WORKING CONDITIONS:

- Works in both a typical office and construction field environment.
- Is periodically called during off-hours to respond to citizen and construction related inquiries.
- Climbs and walks over uneven terrain.
- Required to work in adverse weather conditions for a period of time.

PHYSICAL REQUIREMENTS:

- Work requires the occasional exertion of up to 50 pounds of force.
- Must be insurable.
- Must be sighted.
- Must be able to hear normal conversation.
- Must be able to speak clearly at normal rate of conversation.
- Must be able to kneel, squat, and walk.
- Must be able to move up and down ladders and stairs.
- Must be able to work in wet, snow/icy weather conditions.
- Must keep regular and reliable attendance at work.

Agency

City of Ankeny Iowa

Address

410 West 1st St

Ankeny, Iowa, 50023-1557

Phone

515-965-6400

Website<http://www.ankenyiowa.gov>**Engineering Technician II Supplemental Questionnaire*****QUESTION 1**

Do you have an Associates Degree or higher in Civil Engineering Technology or a related field?

- ☐ Yes
- ☐ No

***QUESTION 2**

Do you possess Iowa DOT - Level 1 Portland Cement Concrete (PCC) certification? If yes, please attach a copy to your application.

- ☐ Yes
- ☐ No

***QUESTION 3**

Do you possess Iowa DOT - Aggregate Technician certification? If yes, please attach a copy to your application.

- ☐ Yes
- ☐ No

***QUESTION 4**

Do you have a minimum of five (5) years' experience as a Civil Engineering Technician I or comparable position?

- ☐ Yes
- ☐ No

***QUESTION 5**

Do you possess PACP certification (Pipeline Assessment Certification Program) - NASSCO? If yes, please attach a copy to your application.

- ☐ Yes
- ☐ No

***QUESTION 6**

Do you possess Inspector Training Certification Program - Cured in Place Pipe Certification Class - NASSCO? If yes, please attach a copy to your application.

* Required Question