



## City of Ankeny Iowa Civil Engineering Technician I or II

<b>SALARY</b>	\$35.15 - \$50.00 Hourly	<b>LOCATION</b>	1210 NW Prairie Ridge Dr, Ankeny
<b>JOB TYPE</b>	Full Time	<b>JOB NUMBER</b>	00645
<b>DEPARTMENT</b>	Public Works	<b>OPENING DATE</b>	07/09/2025
<b>CLOSING DATE</b>	7/20/2025 11:59 PM Central		

### Function

The City of Ankeny is seeking applicants for the fulltime position of Civil Engineering Technician I or II - Stormwater within the Public Works Department. This position will perform construction observation, materials testing for public infrastructure projects; draft engineering plans and develop preliminary cost estimates for public infrastructure projects via field data collection and computer software utilization, as well as other duties listed under below.

Starting salary is **\$35.15 - 43.13 per hour** depending on qualifications, plus excellent benefits.

The City of Ankeny offers a comprehensive benefits package including:

- Vacation and Sick Leave
- Personal Leave
- Nine (9) Paid Holidays
- Health/Dental/Life/LTD Insurance
- Wellness Programs and Incentives
- Tuition Reimbursement and Continuing Education Programs
- Public Service Student Loan Forgiveness Benefit
- Defined Benefits Pension Plan Through IPERS
- Deferred Compensation Plan
- Voluntary Insurance Benefit Options
- Longevity Pay

**Deadline to apply is Sunday, July 20, 2025.** Please apply online at [www.AnkenyIowa.gov/jobs](http://www.AnkenyIowa.gov/jobs). Interested candidates must complete an application online and attach a current resume and cover letter. Pre-employment physical, drug screen, and background check required.

To advance in the hiring process, you must pass a basic skills exam to be administered to all qualified applicants. Additional information will be emailed on Monday, July 21, 2025. Check your email (and junk email) for testing information. Contact HR if you do not receive the testing information on 07/21/2025.

### Principal Duties and Responsibilities

- Performs construction observation, and materials testing for public infrastructure projects in accordance with the contract documents.
- Gathers both field and office data to assist in determining the locations for the City's annual storm sewer repairs projects and capital improvement program projects.

- Attends preconstruction meetings, weekly construction meetings, and project walkthrough meetings for capital improvement program projects.
- Performs weekly erosion control inspections.
- Maintains project field books, performs field measurements, quantifies bid items, and prepares payment applications and change orders.
- Drafts engineering plans and develops preliminary cost estimates for public infrastructure projects including street and utility improvements 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 capital improvement projects including plans, specifications, cost estimates, and bidding documents.
- Assists with the work activities for the City's record drawings repository, including the filing and archiving of digital and paper copies of as-built construction plans for the City's capital improvement program (CIP) projects.
- Investigates and reports findings on drainage complaints. Maintains a drainage complaint file.
- Investigates and reports findings to eliminate illicit discharges to the City's storm sewer system.
- Interprets and explains ordinances, codes, and regulations to contractors, homeowners, and interested parties.
- Inspects projects for maintenance work required by post-construction site runoff policies.
- Responds to inquiries and complaints from residents, businesses, and contractors regarding public infrastructure improvements, completes on-site investigations, and acts as the City's representative.
- Assists engineering staff with research and studies on a variety of engineering tasks.
- Assists other departments and divisions during emergencies and performs related duties as assigned.

## Entry Requirements and Skills

Associates/Technical degree in Civil Engineering Technology, or related field; or have an equivalent amount of related work experience substituted at the rate of two (2) years of experience for one (1) year of education.

Shall be able to maintain a valid motor vehicle operator's license issued by the State of Iowa.

Knowledge of the principles and practices of civil engineering, plane surveying, grading, and general construction; knowledge of the materials, methods, and practices of municipal public works construction; ; ability to make moderately complex field and office engineering computations; ability to read and interpret engineering plans and specifications; ability to communicate ideas to others; basic knowledge of computer aid drafting (CAD), geographic information systems (GIS), and surveying principles; ability to establish and maintain effective working relationships with other employees, contractors and the public.

### REQUIRED SPECIAL QUALIFICATIONS:

**TECHNICIAN I -** Shall possess the following certifications (or be able to obtain within 6 months from hire):

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

**TECHNICIAN II -** Shall have a minimum of five (5) years of experience as a Civil Engineering Technician I (or comparable position) along with the above required certifications of the Technician I and possess the following certifications (or be able to obtain within six (6) months from hire):

- Iowa DOT – Level II Portland Cement Concrete (PCC)
- Iowa DOT – Level I Hot Mix Asphalt (HMA)
- Iowa Certified Construction Site Pollution Prevention Inspector (ICCSPPPI)

**NOTE:** Entry requirements listed are minimum qualifications for each position only. Movement from one position to the next is based on, but not guaranteed by competent performance, an opening in an authorized position, and budget considerations.

### 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.

**Employer**

City of Ankeny Iowa

**Address**

410 West 1st St

Ankeny, Iowa, 50023-1557

**Phone**

515-965-6400

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

Please choose what best describes your college education:

- ☐ Associates Degree
- ☐ Bachelor Degree
- ☐ Master's Degree
- ☐ None

**\*QUESTION 2**

What field is your degree in? If no degree, enter none.

**\*QUESTION 3**

Do you possess a valid driver's license?

- ☐ Yes
- ☐ No

**\*QUESTION 4**

Choose the answer that best describes your work experience:

- ☐ One (1) year of related work experience
- ☐ Two (2) years of related work experience
- ☐ Three (3) years of related work experience

- ☐ Four (4) years of related work experience
- ☐ Five (5) + years of related work experience
- ☐ No related work experience

**\*QUESTION 5**

**Choose the certificates you currently possess:**

- ☐ Iowa DOT - Level I Portland Cement Concrete (PCC)
- ☐ Iowa DOT - Aggregate Technician
- ☐ Iowa DOT - Level II Portland Cement Concrete (PCC)
- ☐ Iowa DOT - Level I Hot Mix Asphalt (HMA)
- ☐ Iowa Certified Construction Site Pollution Prevention Inspector (ICCSPPPI)
- ☐ None

**\* Required Question**