



City of Waukeee Engineering Technician

SALARY	\$33.55 - \$44.15 Hourly	LOCATION	Waukeee, IA
JOB TYPE	Full-Time	JOB NUMBER	2025FallEngTechnician
DEPARTMENT	Public Works	DIVISION	Engineering
OPENING DATE	08/14/2025	CLOSING DATE	9/2/2025 4:00 PM Central

JOB PURPOSE

The Engineering Technician serves as the City's representative on project sites for the inspection of water, storm sewers, sanitary sewers, paving, sidewalks and other public and private improvements.

ESSENTIAL FUNCTIONS & SUCCESS FACTORS

ESSENTIAL FUNCTIONS:

(Order of Essential Functions does not indicate importance of functions.)

- Inspects private development (i.e., subdivision) construction within the City.
- Relates and communicates to general public, contractors, consulting engineers and their staff as well as other government agencies on a daily basis.
- Inspects HMA & PCC paving projects, including testing of materials and collecting samples for compliance tests.
- Reviews quantities for project intermediate and final pay estimates.
- Inspects sanitary sewer projects, storm sewer projects and water distribution projects.
- Coordinates utility mapping updates related to engineering projects with the City's GIS Department
- Prepares and reviews punch lists for final acceptance of projects or occupancy permits.
- Prepares and files "as built" plans for maintenance of permanent record.
- Performs other duties or assumes other responsibilities as apparent or assigned.

SUCCESS FACTORS:

- Able to take action in solving problems while exhibiting judgment and a systematic approach to decision making; to identify the important dimensions of a problem, determine potential causes, obtain relevant information and specify alternate solutions that result in effectiveness.
- Able to react to a work environment that will change day to day requiring quick departure, and reorganization of one's schedule.
- Ability to read and interpret technical information from meters, gauges and charts and take corrective action when necessary.
- Ability to read, analyze and interpret periodicals, journals, technical procedures and governmental regulations.
- Ability to write reports and present information and respond to questions from groups, customers, and the general public.
- Ability to make mathematical calculations related to civil engineering projects including geometry and trigonometry.
- Display honesty, trustworthiness, dependability and respectfulness at all times.
- Perform in a self-directed manner.

- Actively support all efforts to increase cooperation, communication, and collaboration between and among departments, staff members and the community.
- Attend administrative, department, and team meetings as scheduled.
- Continually seek and accept opportunities for personal and professional growth.
- Attentive to the City's standards for customer service, accuracy, quality, efficiency and all City policies and procedures ensuring that all work meets these standards.

QUALIFICATIONS

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- Associate's degree in engineering, technology, or a related field, or completion of a recognized technical training program. Equivalent combination of education and relevant experience may be considered. A bachelor's degree in engineering is preferred.
- Two years of public improvements inspection experience preferred.
- Must possess a valid Iowa Driver's License and meet the requirements of the City's motor vehicle policy.
- IDOT Certification for aggregate, concrete, soils, and asphalt, or ability to obtain within 6 months of hire.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS

PHYSICAL REQUIREMENTS:

- Able to lift, carry, push and pull up to 75 pounds.
- Able to walk and stand for long periods of time on different surfaces including walkways, trails, stairs and undeveloped areas.
- Able to perform all essential functions of the position while wearing required protective equipment.
- Able to remove manhole cover weighing over 100 pounds with the use of assistive devices multiple times during the day.
- Able to maneuver in undeveloped areas on uneven surfaces for up to two miles in various types of weather.
- Able to spend majority of work related time outdoors.
- Able to sit for long periods of time and to maintain focus on project such as computer screen or detailed paperwork.
- Be able to effectively communicate orally (in person and over the telephone) and in writing (using electronic devices and handwritten) in English with other employees and members of the community.

WORKING CONDITIONS:

- Position requires outdoor work where heat, cold, precipitation, and the results of weather and nature may be encountered.
- May be exposed daily to odors, dusts and gasses that may be uncomfortable or hazardous if proper procedures are not followed.
- Position requires travel within and outside of the City which imposes common travel hazards.
- Standard work hours are 7:00 — 3:30 pm and will include weekends and evenings as required.
- Willing to work long hours if necessary to meet the expectations of the job description.
- To successfully fulfill the essential functions of this position, employee must maintain standard work hours within Waukee Public Works Building.
- There is no residency requirement for this position.

Employer

City of Waukee

Address

236 W. Hickman Rd

Waukee, Iowa, 50263

Website