



City of Ames Civil Design Technician

SALARY	\$32.90 - \$47.50 Hourly \$68,423.47 - \$98,808.74 Annually	LOCATION	50010, IA
JOB TYPE	Full-Time	JOB NUMBER	25-1124-02
DEPARTMENT	Public Works	DIVISION	Public Works Engineering
OPENING DATE	02/18/2026	CLOSING DATE	3/13/2026 12:00 PM Central
FLSA	Non-Exempt	BARGAINING UNIT	MERIT
RESIDENCY REQUIREMENT?	No		

Centrally located in the heart of Iowa, Ames is a vibrant, progressive community with more than 66,000 residents providing an excellent quality of life. Home to Iowa State University, Ames offers year-round recreation opportunities, diverse cultural offerings, a stable economy, safe neighborhoods, and a high-achieving school district.

General Information

The City of Ames is conducting a recruitment to establish a Civil Service eligibility list for this classification. The list will be valid for up to one year from the date of certification by the Ames Civil Service Commission and may be used to fill one or more vacancies in this classification. In addition, City of Ames Civil Service employees who have previously held Civil Service status in this classification and are interested in voluntarily demoting or laterally transferring into the current vacancy must submit their application by the deadline.

Supervises and performs a variety of engineering tasks, under general supervision. Sub-professional engineering work of a skilled nature including: surveying, analysis of existing conditions, drafting, and designing detailed public works infrastructure improvement plans, maps, contract document bid item descriptions, and estimated costs per approved Statewide Urban Design and Specifications (SUDAS) and City of Ames Supplemental Specifications (or other standards or specifications, as required) to ensure quality at all stages of public works infrastructure projects; performs related work as required.

In order to be considered for this position, all applicants must submit their online application by the deadline listed on this posting. Your application includes complete responses to the supplemental questions. Please keep in mind

that submission of a resume in lieu of work history on your application or answering the supplemental questions is not sufficient.

Compensation Philosophy:

The City of Ames has a compensation philosophy for our merit salary ranges that provides growth for employees as they gain experience and expertise in their roles. The minimum pay of each range is intended to reflect an employee's qualifications that meet the position's minimum requirements. The median of any range is for an employee who can reasonably meet all expectations of the position responsibilities without initial or extensive training. The City may consider a candidate's education, experience, and skills that are above the minimum requirements when considering a salary closer to the median. The median salary for this position is \$83,616.

Benefits

Our comprehensive benefits package can be viewed at: [City of Ames Benefits](#)

Public Service Loan Forgiveness (PSLF) Program: The PSLF Program is a federal program that is intended to encourage individuals to work in public service by forgiving the balance of their federal student loans. To qualify, the individual must have made 120 qualifying payments while employed by a qualifying employer. For more information, please visit: [PSLF Program](#)

Examples of Essential Job Functions

Examples of Essential Job Functions: Operates computer-aided drafting (CAD), design hardware and software creates and updates infrastructure improvement plans for street pavement reconstruction and rehabilitation, intersection improvements, traffic signal systems, pavement markings, temporary work zones, shared use paths, pedestrian facilities, storm and sanitary sewers, drainage/flood mitigation, and water mains; makes complex engineering calculations; Supervises and participates in surveying project sites for public infrastructure plan development; may use survey equipment to measure distances, obtain existing elevations, and establish new elevations; processes survey data to prepare surface models, utility information, and background mapping; uses survey information to design and draft plans and prepare specifications for public works infrastructure improvements; trains and directs co-op and temporary personnel; prepares and maintains maps and records relating to public infrastructure, topography, public facilities, and rights-of-way; reviews, prepares, and interprets legal descriptions and Municipal Code; reviews easement legal descriptions and documents; responsible for compliance with records retention policies; researches records to respond to customer information requests; operates motor vehicle to perform essential functions.

Other Job Functions: Checks plans, specifications, and subdivision plats to ensure compliance with pertinent codes and accepted engineering practices.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement; inspiring creativity and innovation; being customer driven; making data-driven decisions; championing employee involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting leadership; choosing a positive attitude; respect and dignity for one another; promoting safety and wellness; and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

Qualifications

Education and Experience: Successful completion of Associates Degree in Civil Engineering Technologies, Civil Engineering, Construction Engineering or closely related field; three years of sub-professional experience in engineering, surveying, design, computer-aided drafting, or a closely related area; or an equivalent combination of education and experience. Experience in Microstation, Open Roads, AutoCAD, or Civil 3D required. **Licenses and Certificates:** Possession of a valid driver's license

Knowledge, Skills and Abilities Required to Perform Essential Functions: Considerable knowledge of the principles, practices, and instruments used in public works surveying, drafting, designing, and inspecting; knowledge of computer operating systems and the file management of these operating systems as they relate to the application of CAD programs; considerable knowledge of mathematics and their application to surveying and engineering computations; considerable knowledge of construction specifications and plans; considerable knowledge of regulations related to public works construction; knowledge of Iowa Department Of Transportation and SUDAS specifications for plan development.

Ability to exercise independent judgement in analyzing and interpreting requests for information and to present such information in a concise, clear and understandable manner to other employees and citizens; ability to collect, analyze, and interpret complex and varied types of information to develop cost-efficient and suitable design plans; ability to utilize effective verbal, written, and listening communication skills; ability to work independently and organize tasks to complete projects by assigned deadlines; ability to assume responsibility and to use sound judgment; ability to convert engineering principles into effective designs; ability to operate a motor vehicle; ability to establish and maintain effective working relationships with citizens, division heads, supervisors, co-workers, and contractors.

Supplemental Information

General Physical Characteristics: The work involves sitting 85 percent of the time; sitting and using arm/leg controls 5 percent of the time; standing (but not walking) 5 percent of the time; standing and walking 15 percent of the time; occasionally lifting objects under 10 pounds; occasionally lifting objects from 10 to 25 pounds; occasionally lifting objects from 25 to 50 pounds; and occasionally lifting objects over 50 pounds.

Vision Requirements: The minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, computer monitor, extensive reading, visual inspection involving small defects or parts, use of measurement devices or assembly of parts at distances close to the eyes.

Required Physical Activities: Climbing balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, and hearing.

Environmental Conditions: The majority of work is performed inside with occasional outside work as necessary.

Automobile or truck, cellular phone, engineering plans, surveying equipment, mobile tablet, personal computers and peripheral equipment, word processing, spreadsheet, and GIS and CAD software, calculator, drafting tools, and a variety of printed materials,

Veteran's Preference Points

The City of Ames provides Veteran's Preference Points for Civil Service positions. A copy of your DD214 and, if applicable, proof of disability, must be attached with your application (or faxed to 515-239-5294) prior to the close date of the posting in order to receive Veteran's Preference Points.

Selection Process:

The selection process consists of an evaluation of education and experience; phone interview; on-site interview, which will include a manager meeting and written exercise; and completion of reference checks and a criminal background check, which includes a sex offender registry check. All candidates will be notified by email of their application status.

****Preference may be given to applicants possessing qualifications above the minimum.****

Depending on the number of qualified candidates, the City may forego phone interviews.

E-Verify Process:

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at:

<http://www.uscis.gov>.

NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

Employer

City of Ames

Address

515 Clark Ave

Ames, Iowa, 50010

Phone

515-239-5199

Website

<http://www.cityofames.org/jobs>

Civil Design Technician Supplemental Questionnaire***QUESTION 1**

Please describe your experience working with computer-aided drafting (CAD), geographical information systems (GIS), and/or public works infrastructure design and construction (e.g. streets, pedestrian facilities, shared use paths, water mains, sanitary sewer, storm sewer/drainage, plan production). Are you familiar with Iowa SUDAS (Standard Urban Design And Specifications)?

***QUESTION 2**

Briefly share your work experience with the management of multiple concurrent projects. Specifically share how you prioritize your work while keeping all projects moving forward.

***QUESTION 3**

What experience do you have, if any, determining design and/or as-built unit quantities? Do you have any experience developing cost estimates?

***QUESTION 4**

Please share any additional information you feel makes you an ideal candidate for this position.

* Required Question