



Job Title: Senior Engineering Technician

Department: Public Works

Reports To: Town Engineer

Salary Range: \$22.66 - \$33.46, DOE

Hiring Range: \$22.66 - \$28.06

Job Status: Regular, Full-Time	FLSA Status: Non-Exempt	Town Status: Classified
Origination Date: 10/2008	Revision Dates: 08/31/2021, 11/27/2023	

JOB SUMMARY

Reviews plans, legal descriptions and other information for potential impacts to Town-owned infrastructure. Assists in administration, review and issuance of various Public Works permits. Inspecting public and private projects, such as Right-of-Way, Capital Improvement, and developer-funded projects for assurance related requests. Assists in project administration. Research record drawings. Assist in review and analysis of permitting software and creation of policy and procedures for Public Works permitting and assurances. Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.

ESSENTIAL FUNCTIONS

Essential Functions are not intended to be an exhaustive list of all responsibilities, duties, and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned. The duties and responsibilities are subject to change as the needs of the Town and requirements of the position change.

- Reviews plats and development plans for potential impacts to Town infrastructure. Reviews improvement plans for consistency with Town standards. Ability to read and understand complex architectural, electrical, mechanical, civil, and automation systems drawings and diagrams
- Conducts field review of public projects, such as Right-of-Way, Capital Improvement, and other Town-funded projects and assures projects are built to approved plans and specifications.
- Assist in the administration, review and issuance of permits and assurance related documents.
- Conduct permit related inspections.
- Assures developer-funded projects comply with Town and Private Improvement Agreement requirements. Reviews documentation and makes recommendations for project close-out.
- Establishes procedures and updates information using permit management software to track and process requests and manage workflow.
- Assists in review of legal documents such as easements, deeds, and legal descriptions.
- Reviews and assists in preparation of information for the public and other Town officials such as maps and project updates.
- Perform other duties as required. Performs all work duties and activities in accordance with department and/or Town policies and procedures.
- Works in a safe manner and reports unsafe activity and conditions. Follows Town-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting, and monitoring as outlined in the Town’s Health and Safety Manual.



MINIMUM QUALIFICATIONS

- Associate degree in Architecture, Civil Engineering, Construction Management or related field or five years' experience working in civil engineering, permitting, construction-related or a related field. **OR**
- Any equivalent combination of formal education and experience sufficient to perform the essential functions.

PREFERRED QUALIFICATIONS

- Municipal experience

REQUIREMENTS

- International Municipal Sign Association (IMSA) Level 1 Certification for Work Zone Safety (***within one year of hire***).
- National Institute for Certification in Engineering Technologies (NICET) for Transportation, Underground Utilities and/or American Concrete Institute (ACI) for Concrete Field-Testing Technician or National Association of Sewer Service Companies certifications (***within eighteen months of hire***).
- Successful completion of a criminal background check prior to beginning employment with the Town.
- Valid Driver's License required or able to obtain an Arizona Driver's License within ten days of hire.

This job description does not constitute an employment agreement between the Town of Sahuarita and the employee and is subject to change by the Town of Sahuarita as needed.

The Town of Sahuarita is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Sahuarita will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with a member of the Human Resources Department.

Management's vision is for all employees to embrace, support, and promote the Town's values, beliefs, and culture, which include but are not limited to the following expected behaviors:

- High ethical standards
- Active participation in teamwork
- Strong safety principles and safety awareness
- Provide outstanding customer service to internal and external customers