

## CITY OF PERRY, GEORGIA

### JOB ANNOUNCEMENT

**POSITION OPENING:** 23-20 **Post Dates:** Open Until Filled

**Classification Title:** **Engineering Technician I**

**Salary Range:** \$49,700-\$75,600

**Location:** Community Development

**Term of Appointment:** Regular/full-time

**Probationary Period:** 12 months

**Our community is growing, and we are hiring an engineering services technician to join our team. This position will support the Community Development Department and the City to perform plan reviews for all development plans, specifications, standards, city ordinance, and regulatory requirements of federal, state and local laws.**

**The ideal candidate will be proficient in Microsoft Office products and have the following knowledge and skills: analyze and evaluate project drawings and specifications; interpret, apply and enforce applicable laws, codes, rules, policies, regulations, and design standards; process and prioritize multiple projects; and communicate with customers on various levels. Experience with a permit management software is a plus.**

#### **ESSENTIAL TASKS:**

- Perform plan reviews for all development plans, specifications, standards, City ordinances and regulatory requirements of Federal, State and Local laws.
- Coordinate and administer tasks for contracts for a variety of engineering services.
- Coordinate with Finance and Legal Departments for bidding and invoicing of contracts.
- Consult with, advise, and provide reports to Engineering Services Manager.
- Coordinate mapping of City infrastructure with GIS Coordinator, and report such infrastructure acceptance to appropriate Local, State, and Federal agencies.

#### **KNOWLEDGE, SKILLS, & ABILITIES REQUIRED FOR THE POSITION:**

- Ability to effectively use Microsoft Office products, and permit management software.
- Ability to analyze and evaluate project drawings and specifications.
- Ability to interpret, apply, and enforce applicable laws, codes, rules, policies, regulations, and design standards.
- Ability to effectively process and prioritize multiple projects.
- Ability to communicate with customers on various levels.

**SUPERVISION RECEIVED AND/OR EXERCISED:**

Position reports to and is evaluated by the Engineering Services Manager.

**PHYSICAL DEMANDS:**

Class E criteria job demand.

**WORK ENVIRONMENT:**

Field work, some travel, office tasks, and possible night meetings.

**MINIMUM QUALIFICATIONS:**

- Possession of a valid Georgia Soil and Water Conservation Commission Level I certificate.
- Possession of or ability to obtain a valid Georgia driver's license.

This position requires pre-employment, post accident, and random drug screening.

**THE CITY OF PERRY IS AN EQUAL OPPORTUNITY EMPLOYER  
AND A CERTIFIED DRUG FREE WORKPLACE**