

## 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

#### **JOB SUMMARY:**

This position is responsible for ensuring all development in the City meets or exceeds minimum standards. To achieve this, the incumbent will assist on review plans and specifications for City projects and private developments, complete assigned inspections, and perform administrative tasks.

#### **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**