



CITY OF AMES
invites applications for the position of:
Civil Design Technician

An Equal Opportunity Employer

SALARY: \$24.18 - \$34.92 Hourly
\$50,301.00 - \$72,639.00 Annually

OPENING DATE: 04/08/16

CLOSING DATE: 04/29/16 05:00 PM

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) (or other standards or specifications, as required) to ensure quality at all stages of public works infrastructure projects; performs related work as required.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Examples of Essential Job Functions: Operates computer-aided drafting (CAD), geographical information systems (GIS), and 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; uses survey equipment to measure distances, obtain existing elevations, and establish new elevations; uses survey information to design and draft plans and prepare specifications for public works infrastructure improvements; trains and directs co-op and temporary personnel; attends and assists with bid lettings and preconstruction conferences; prepares and maintains maps, aerial photography, 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; develops, maintains, and assigns city-wide addresses and respective database; coordinates address assignments and changes with federal, state, and local agencies; develops and maintains city addressing standards; catalog and maintain as-built database; 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; reviews and assists with external agency addressing needs.

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, respecting 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 and GEOPAK preferred.

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:

Selection Process:

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

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 prior to starting employment. Please be prepared to provide required documents as soon as possible after the job offer has been made. 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>.

APPLICATIONS MUST BE FILED ONLINE AT:
<http://www.cityofames.org/index.aspx?page=128>

Job #15-1124-01
CIVIL DESIGN TECHNICIAN
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OUR OFFICE IS LOCATED AT:
515 Clark Ave
Ames, IA 50010
515-239-5392
hr@cityofames.org

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Civil Design Technician Supplemental Questionnaire

- * 1. Please describe your experience working with computer-aided drafting (CAD), geographical information systems (GIS), and public works infrastructure design (e.g. asphalt or concrete, pavement, pedestrian facilities, shared use paths, water mains, sanitary sewer, storm sewer/drainage).

- * 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.

- * 3. What experience do you have in responding to customer inquiries and working with stakeholders and other agencies (as it relates to this position)?

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

- * Required Question