CITY OF OWOSSO

NOW HIRING: ENGINEERING TECHNICIAN

Department: Public Services
Reports To: Deputy Director of Public Services
Position Type: Full-Time
Wage Range: $23.00 - $32.00 per hour, depending on qualifications

The City of Owosso is seeking a motivated and detail-oriented **Engineering Technician** to join our Public Services team! This position provides technical support for municipal engineering projects, infrastructure improvements, construction inspections, and asset management programs.

If you enjoy working both in the office and out in the field, solving problems, coordinating projects, and contributing to the community's infrastructure, this may be the opportunity for you!

POSITION HIGHLIGHTS & RESPONSIBILITIES

The Engineering Technician will assist with a variety of municipal engineering and public works activities, including:

- **Project Coordination:** Assist with planning, coordinating, and overseeing municipal projects, including sidewalk restoration, street rehabilitation, and infrastructure improvements.
- **Construction Inspection:** Conduct field inspections of street, utility, and infrastructure construction and repairs to ensure compliance with plans and specifications.
- **Project Management:** Coordinate pre-construction meetings, review contractor submittals, prepare change orders, review pay applications, and maintain project records.
- **Field Surveys & Data Collection:** Gather infrastructure and traffic data using GPS equipment, traffic counters, field tablets, and other technology.
- **Asset Management:** Maintain and coordinate infrastructure data, utilizing GIS/geodatabase and asset management systems.
- **Utility Systems:** Assist with the inspection and operation of the City's sanitary sewer, stormwater management, and water distribution systems.
- **Capital Planning:** Assist with the preparation of Capital Improvement Plans (CIP), project budgets, construction plans, and bid specifications.
- **Reporting:** Prepare project updates and reports for the Deputy Director of Public Services.

This position offers a combination of office and field work, providing the opportunity to be involved in a wide range of municipal infrastructure projects.

MINIMUM QUALIFICATIONS

- Two-year vocational certification or Associate Degree in Civil Engineering, Engineering Technology, Construction Management, Environmental Science, Geography, Public Administration, Business Administration, or a related field. Relevant work experience may be substituted for education.
- Valid Michigan driver's license.
- Possess a State of Michigan S-4 Water Supply Certification or the ability to obtain certification within 30 months of hire. Training is paid for by the City.

DESIRED KNOWLEDGE & SKILLS

The ideal candidate will have:

- Proficiency with Microsoft Word, Excel, and database applications.
- Familiarity with GPS/GIS equipment, geodatabases, and asset management systems.
- Familiarity with AutoCAD and/or RoadSoft software.
- Knowledge of public works practices, including street construction and maintenance, underground utilities, concrete, and construction materials.
- Understanding of applicable federal, state, and local regulations related to civil engineering and construction.
- Strong organizational, communication, and problem-solving skills.
- Ability to coordinate projects and communicate effectively with contractors, employees, technical agencies, and the public.

Additional certifications are a plus, but not required:

- Michigan Concrete Field Testing
- MDOT Bituminous Paving or Bituminous Paving Operations
- Michigan Certified Aggregate Technician
- Soil Erosion and Sedimentation Control
- Storm Water Certification

WHY WORK FOR THE CITY OF OWOSSO?

Join a team dedicated to maintaining and improving the infrastructure and services that make our community a great place to live and work. This position provides an opportunity to develop technical skills, gain hands-on municipal engineering experience, and contribute to projects that have a lasting impact on the community. The City offers a competitive benefits package, including four medical plan options, dental and vision coverage, life insurance, a 401(a) retirement plan with employer match, paid holidays, vacation, personal time, and sick leave.

HOW TO APPLY

Interested candidates should submit a completed employment application and resume to:

City of Owosso – Human Resources
301 W. Main Street
Owosso, MI 48867

Applications may also be submitted electronically to the Human Resources Department at hr@ci.owosso.mi.us.

The City of Owosso is an Equal Opportunity Employer.