

# **VILLAGE OF CALEDONIA**

## **Engineering Technician**

### **BASIC FUNCTION**

This position is primarily responsible for reviewing and creating documents for various Village permits and zoning code enforcement. Duties include assisting with researching, planning, developing, drafting, coordinating, inspecting and assisting various engineering and planning projects for the Village of Caledonia Engineering and Planning & Zoning Departments.

### **ESSENTIAL JOB FUNCTIONS**

#### Engineering:

- Review, inspect and release Site Restoration Bonds for Building Permits.
- Review and create permit documents for Fences, Driveways, Utilities and Accessory Buildings (sheds, pools, garages, additions etc.)
- Create and review information for Permit Variances.
- Investigate drainage complaints from residents.
- Coordinate with the Caledonia Highway Department on various projects.
- Inspection of new roads and road repairs.
- Provide backup coverage for other Engineering Technicians

#### Zoning:

- Responds to local citizens inquiring about village planning and zoning regulations and ordinances.
- Assist with managing and maintaining Village of Caledonia Engineering and Planning & Zoning Department Records.
- Respond to zoning requests from the public for rezoning, building, set back requirements, ordinance conformance and other items.
- Assist with Planning and Zoning projects.
- Prepare memos and conduct research for Planning & Zoning Department.
- Conducts inspections of properties for violations of the zoning ordinance and Plan Commission and Village Board approvals and is able to issue "stop-work" orders and/or recommend issuance of citations for village ordinances.

#### General:

- Establishes and maintains effective working relationships with fellow employees, supervisors, contractors and the public.
- Safely and lawfully operate a motor vehicle in all Wisconsin weather conditions, under exigent circumstances, and with due regard for the public, coworkers, and Village property interests.
- Other duties as assigned by the Public Works Director, or Development Director.

**SUPERVISION RECEIVED:** Receives daily direction, priority directives and policy directions from the Development Director with input from the Public Works Director.

### **QUALIFICATIONS:**

- Experience in surveying and with the technology and tools of civil engineering, including related computer technology (AutoCAD Civil 3D, Total Station, ArcGIS).
- Knowledge in mathematics, trigonometry, methods, practices, techniques, equipment and instruments as they pertain to general engineering drafting formulas.
- Knowledge of standards, specifications, methods and modern principles and practices of civil engineering.
- An Associate's Degree in Civil Engineering or related major from an accredited College or University Required.
- A minimum of 2-4 years of experience in engineering required; or any combination of training and experience which provide the required knowledge, skills and abilities to perform the engineering technician duties.
- Knowledge of design, construction and maintenance of capital improvement projects preferred.
- Knowledge of municipal and regional planning and zoning principles and the methods employed in conducting engineering research preferred.
- Municipal engineering experience preferred.
- Excellent oral and written communication skills.
- Possess and maintain a valid driver's license
- The Village of Caledonia may conduct a background investigation of a candidate for employment and periodically during the employee's employment. An applicant or employee is required to cooperate with the Village's background investigation.

### **PHYSICAL ABILITIES AND CHARACTERISTICS:**

Must possess and maintain a level of fitness that allows the employee to climb stairs and ladders; lift moderate weighted objects; walk moderate distances around construction sites and on uneven ground surfaces as well as bend, stoop and twist, as necessary. Ability to work in all forms of outdoors-environmental conditions and/or adverse weather occasions.

### **SELECTION GUIDELINES:**

This job description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc., present in the classification. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression of illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. This job description **does not** constitute an employment agreement between the employer and employee and is **subject to change by the employer as the needs of the employer and requirements of the job change.**