

City of Little Falls

SEASONAL TEMPORARY ENGINEERING AID

The City of Little Falls will be accepting applications for a seasonal temporary Engineering Aid within the Public Works Department. This position will be working on various tasking including assisting with surveys for identification City utilities, upgrades and maintenance of City engineering drawings and records both manually and with computer equipment; assists in water distribution systems including water shut-offs and turn-ons, etc., at the hourly rate of pay of \$9.86. Applicants must be 18 years of age or older and have a current Minnesota driver's license. A City application must be completed and returned in order to be considered for this positions. Applications will be accepted until the position is filled, however, request the submission by 5:00 p.m. February 13, 2019. Applications and job descriptions are available between 8:00 a.m. and 5:00 p.m. at City Hall or on our website at www.cityoflittlefalls.com.



**POSITION DESCRIPTION
ENGINEERING AID, TEMPORARY SEASONAL**

PURPOSE, SCOPE AND WORKING RELATIONSHIPS:

Assists with various engineering functions; maintains engineering records of the City; is familiar with various surveying equipment, computers and engineering programs in civil engineering field.

Reports to: Public Works Director/Engineer
Engineering Technician

Supervision: None

DUTIES AND RESPONSIBILITIES, WATER DISTRIBUTION SYSTEMS:

- Assists in performing water distribution system duties including maintaining water valves, curb boxes, gate valves and hydrants etc., including water shut-offs and turn-ons with the assistance of the Street and Engineering Departments, when needed.
- Assists in keeping a complete record of the water distribution system including tie-ins for curb boxes, gate valves and manholes both manually and with computer equipment using the City's GIS/CADD system.
- Assists in plans, schedules and participates in the installation, reading, service, maintenance, repair, inspection, monitoring and operation of water distribution system metering including automatic meter reading systems. Maintain inventory of parts and meters and place orders as necessary.
- Assists in verifying installation of water meters and automatic meter reading equipment to ensure proper operation.
- Assists in the investigation of water distribution system problems including metering problems at the meter location and troubleshoots issues associated with metering equipment as needed.
- Performs other duties as apparent or required.

DUTIES AND RESPONSIBILITIES, ENGINEERING:

- Assists with surveys for identification of locations for City utilities and street extensions and/or replacements and to provide requested data to the Consulting Engineer.
- Assists in the upgrades and maintenance of City engineering drawings and records both manually and with computer equipment, and assists citizens and other interested parties in obtaining information from such records. The updating of the City's records including any additions or changes made by the Consulting Engineer.
- Assists with engineering duties, including surveying, construction staking, inspections, record keeping, pay estimates, work schedules, job coordination, as built drawings on City or contract projects as assigned.
- Assists with inspections, records and ensures compliance for various items such as, but not limited to weeds, snow removal from sidewalks, sidewalk safety, stop signs, and City street lights, including taking complaints from the public on said items.
- Assists the Public Works Director or his representative, with duties pertaining to street maintenance, utility work, custodial care, maintenance department, building and grounds, utility plant coordination, capital equipment, personnel, and parks and recreation operations.

- Assists with Gopher State One Call inspections.
- Assists the Public Works Director or in planning utility and surface improvements.
- Establishes and maintains effective working relationships with fellow employees, supervisors, contractors and the public.
- Assists with and documents safety inspections on engineering vehicle and equipment.
- Is available for call-ins as needed, including weekends and evenings.
- Follows all safety rules and procedures as outlined in the City of Little Falls Employee Safety Manual, OSHA laws, and other applicable rules and regulations.
- Assists with other duties as required.
- Assists in building maintenance and repairs at City Hall.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of City policies, procedures, programs, rules and regulations.
- Knowledge of modern office methods, procedures and equipment.
- Ability to read, understand, interpret and apply statutes, rules, regulations, ordinances, codes, policies, procedures and other operational guidelines and directives.
- Ability to read, write, speak and understanding English effectively.
- Familiar with surveying equipment, methods and terminology.
- Familiar with civil engineering methods, terms and techniques involved with municipal engineering, including inspecting, documenting and designing of public works improvements.
- Familiar with computers and computer programs involved with civil engineering, such as the AutoCAD and Geographic Information Systems [GIS] application software functions and capabilities.
- Ability to establish and maintain effective working relationship with employees, supervisors and the public.

MINIMUM REQUIREMENTS:

- High school diploma or G.E.D.
- Must be eighteen (18) years old or older.
- Valid Minnesota Class “D” Minnesota Driver’s License.
- Requires ability to interpret, communicate, and design/draw engineering plans and specifications.

DESIRABLE REQUIREMENTS:

- Familiar with engineering computer programs and systems, familiar with of CADD as related to public works projects.