



Charter Township of Waterford Job Description

Part Time Engineering Aide

Department:	Public Works
Supervised By:	DPW Superintendent of Engineering Services or designee
Supervises:	No Supervision Responsibilities
FLSA:	Non-exempt
Bargaining Unit:	Teamsters
Status:	Part-Time

General Summary

Under the supervision of the DPW Superintendent of Engineering Services performs a variety of routine administrative, semi-technical and field related duties. Incumbent is assigned to the Department of Public Works, but may be called upon to assist other Township departments.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Provides assistance locating and marking underground utilities belonging to the water and sewer department in accordance with the MISS-DIG system.
2. Operates manual tools, electronic and computer devices to assist with locating underground water and sewer utilities.
3. Creates and edits geographic data from paper and digital sources
4. Updates and corrects discrepancies in field data when errors or problems are discovered.
5. Collects field data and performs field inspections
6. Assists with the operation of Global Positioning System (GPS) hardware and software
7. Installs and troubleshoots computer hardware and software.
8. Other duties as assigned. Additional training is provided for all assigned tasks as needed.

Required Knowledge, Skills, Abilities and Minimum Qualifications

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

1. Understanding of and ability to use computer technology, especially as it relates to GIS (ArcMap, ArcView, etc.).
2. Ability to perform regular and more complex administrative functions such as technical data entry and document scanning and indexing.
3. Understanding of basic Information Technology (IT) support and networking principles.
4. Ability to learn how to operate Global Positioning System hardware and software.
5. Knowledge of field data gathering and inspections techniques.

6. Ability to communicate verbally and in writing accurately, clearly and concisely.
7. Ability to follow established work routines and meet schedules given by the DPW Departmental Engineer.
8. Willing and able to perform routine repetitive tasks.
9. Understand and follow written and verbal instruction, write and print legibly.
10. Must be detail oriented and able to stay focused.
11. Ability to learn standard safety practices and applicable policies and procedures.
12. Must possess a valid Michigan's Drivers License at the time of employment and be able to meet Waterford Township's driving standards and be able to operate a car and/or pick-up truck in a safe manner.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in both an environmentally controlled office setting and outside in all weather conditions.

This is a moderate to highly demanding physical position, requiring full range of motion and the use of both fine and gross muscles of the body. The incumbent is required to reach overhead; work bent or stooped, and rotate his/her body to meet the work envelope. The employee is regularly required to lift objects of ± 50 pounds and occasionally lift objects over 100 pounds. The employee must work and walk over various terrain and in all extreme weather conditions. The employee must be able to manually write and work with computer keyboard. Good vision is required. Limited hearing is acceptable. Verbal communication is essential.

WATERFORD TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER

Wage Scale:	Start	\$14.35/hr
	After 6 months	\$15.20/hr
	After 1 year	\$16.04/hr
	After 2 years	\$16.88/hr

Posting Date: 07/20/2020 4:00 p.m.
 Closing Date: Open until filled

Application forms for this position can be obtained from the Human Resources Department, 5200 Civic Center Drive, Waterford, Michigan or on the Township's web page <https://www.waterfordmi.gov/jobs>