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 Apply by Friday, January 31, 2025

TITLE SENIOR ENGINEERING SPECIALIST 2025

DEPARTMENT ENGINEERING

SUPERVISED BY DIRECTOR OF PUBLIC WORKS

SUMMARY THE PRIMARY PURPOSE OF THIS POSITION IS TO ASSIST THE CITY ENGINEER IN PREPARING PLANS AND SPECIFICATIONS FOR MUNICIPAL CONSTRUCTION PROJECTS BY SURVEY AND COMPUTER DESIGN, AS WELL AS CONSTRUCTION INSPECTION OF THESE PROJECTS

DUTIES AND RESPONSIBILITIES

1. Performs duties related to construction projects
 - a) Serves as lead engineering field representative for municipal construction projects.
 1. Inspects public and private developments with municipal infrastructure.
 2. Maintains accurate field records of inspection, testing and other required documentation.
 3. Utilize software applications and other project management related software/programs to track project construction progress, document project delivery process, tabulate work item quantities, and prepare applications for payment.
 4. Coordinates and supervises daily activity of other technical and seasonal staff.
 - b) Coordinates inspection on private development projects that have municipal infrastructure.
 - c) Reviews plans and specifications for municipal and private projects prepared by consultants.
 - d) Prepares state and federal-aid documentation.
 - e) Helps review and acquire rights-of-way and easements for construction projects.
 - f) Assists with public hearings and neighborhood meetings.
2. Performs duties related to surveying/field staking.
 - a) Serves as lead survey crewmember and/or party chief.
 - b) Give work directions to other technical full-time, part-time or seasonal personnel on field crew.

- c) Operates robotic total station surveying instrument, GPS data collector, level and other survey equipment in performing location, topographic, cross-section, construction staking and other related survey work.
 - d) Addresses the public on questions involving topographic surveying activities, private property boundaries, and construction related items/issues.
3. Performs duties related to drafting/designing.
- a) Completes project concept development, preliminary design and final design of projects under the supervision of the City Engineer.
 - b) Utilize AutoCAD Civil 3D and Arc Map and other design related software/programs for drafting/design/database/ calculation purposes.
 - c) Continually monitor/identify CAD software and topographical surveying equipment improvement opportunities.
 - d) Compiles research information for plan preparation and infrastructure management.
 - e) Computes and compiles work item quantity and cost estimation data.
 - f) Assists with the preparation of construction specifications, standards and detail information/drawings.
 - g) Researches and drafts record drawings.
 - h) Consults directly with public and private utility providers to ensure safe and effective construction activities.
 - i) Assists other City departments with project delivery and private development matters as directed by the City Engineer.
 - j) Assists designated consultant engineers as directed by the City Engineer.
4. Performs general duties related to the engineering and/or other city departments.
- a) Tracks and implements project work related to environmental and regulatory requirements.
 - b) Administers bridge inspection program.
 - c) Performs related duties as required.

EQUIPMENT

Personal computer and related software, AutoCAD Civil 3D and ArcMap, telephone, printers and copying equipment. Surveying equipment including Trimble Robotic Total Station, Trimble GPS, Magnetic Locator, automatic level, data collector and other related equipment.

MINIMUM QUALIFICATIONS AND CERTIFICATIONS

Associates degree, or equivalent, in Engineering Technology, or related plus five (5) years of related experience.

Must maintain MnDOT certifications including, but not limited to, Bituminous Street, Grading and Base, Concrete Field Certification from the University of Minnesota for Erosion Control

Required Knowledge, Skills, and Abilities

Substantial knowledge of constructions practices, materials, and procedures

Proficient on MS Office

Proficient in AutoCad Civil 3D

Effective communication skills

Ability to work effectively with public, contractors, and other staff

DESIRABLE QUALIFICATIONS AND CERTIFICATIONS

Prior municipal experience

WORKING CONDITIONS

Inside and outside work. Substantial physical exertion, ability to fully access construction sites and existing and planned infrastructure locations, ability to work in all weather conditions, and lift weights of up to 50 lbs.

Grade 170 position: Salary range \$33.679/hour to \$50.519/hour.

CITY OF HUTCHINSON
ADDENDUM TO JOB DESCRIPTIONS 1995
TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT (ADA)

FOR MAINTENANCE POSITIONS: Parks/Arena Maintenance Equipment Operator, Parks Maintenance Specialist, Natural Resources Specialist, Heavy Equipment Operator, Water and Wastewater Operator and Maintenance, Plant Equipment Mechanic, Equipment Mechanic, Cemetery Maintenance, Engineering Specialist, Compost Equipment Operator, Compost Lead, Senior Public Works Maintenance Specialist, Transfer Site Equipment Operator, Public Works Maintenance Specialist.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 is regularly required to reach with hands and arms. The employee frequently is required to stand, walk and use hands to finger, handle, feel or operate objects, tools or controls. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl, and talk or hear, and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this 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 regularly works near moving mechanical parts and in outside weather conditions. The employee occasionally works in high, precarious places and is frequently exposed to wet/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is frequently loud.

The duties listed in job descriptions are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The 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.