

Writes detailed or technical reports of all findings, conclusions, and recommendations based on a thorough analysis and interpretation of data for presentation to others.

May assist the City Surveyor in the field defining property boundaries or responding to DIGSAFE requests for mark out of City owned underground utilities.

Provides traffic data collection and interpretation; assists with the design of intersections and traffic signals at locations throughout the City.

Performs special assignments as requested, to include researching and preparing reports and projects, developing and implementing programs, and presenting technical data to management, elected officials, and others.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Copy Machine	Calculator	Hand Tools	
Survey Equipment	Computer	Camera	
Engineering Software	Plotter	Scale	Vehicle

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's degree or equivalent from a two-year college or technical school, and four to six years of progressively responsible related experience, or any combination of education, training and experience that provides the knowledge, skills and abilities required for the job.

Licenses and Certifications:

Valid NH Driver's License.

Have certifications, or the ability to obtain within 12 months of hire, in State/Federal Local Project Administration (LPA), State/Federal Labor Compliance, water and sanitary sewer systems, environmental, underground storage tanks (UST) and/or stormwater.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and practices of supervision.

Principles and practices of civil engineering.

Principles and practices of construction.

Principles and practices of surveying.

Microsoft Office Suite, AUTOCAD, ArcGIS, Adobe PDF, Bluebeam, project management software.

Record keeping, report preparation, filing methods, and records management techniques.

Basic budgetary principles and practices.

Applicable state, federal, and local laws, rules, and regulations.

Methods and techniques of research, statistical analysis, and report presentation.

Computer applications related to the work.

Skill in:

Using tact, discretion, initiative, and independent judgment within established guidelines.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Accurate use of AUTOCAD drafting and other engineering software.

Good mathematical skills.

Communicating clearly and effectively, orally and in writing.

Preparing clear and concise reports, correspondence, and other written materials.

Mental and Physical Abilities to:

Read and understand engineering plans and specifications.

Understand and carry out oral and written instructions, giving close attention to detail.

Apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Read, analyze, and interpret professional periodicals and journals, technical procedures, and government regulations.

Deal with problems involving several alternative variables in various situations.

Define problems, collect data, establish facts, and draw valid conclusions.

Perform duties in an office while sitting at a desk or in the field involving prolonged driving, standing, and walking while intermittently stooping, bending, reaching, or crouching.
Frequently lift light objects.

Occasionally lift heavy objects.

Climb ladders.

Use tools or equipment requiring a high degree of dexterity.

Distinguish between shades of color.

Working Conditions:

Work is performed in an office and outdoors; the employee may be exposed to dust, dirt, grease, machinery with moving parts, irritating chemicals, very noisy conditions and cold or inclement weather.

Work requires the use of safety equipment such as shoes, hardhats, gloves, and vests.