

SMITHFIELD CITY POSITION DESCRIPTION

Position Description: Part-time Engineering Aide
Supervisor: City Engineer
FLSA Status: Non-exempt

POSITION SUMMARY

The Engineering Aide is a non-benefitted position responsible for assisting full-time engineering personnel in performing specific tasks related to data collection, GIS, construction inspection, engineering design, and miscellaneous engineering projects. Performs other duties as assigned.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Performs field inspections on all phases of construction improvements
 2. Assists in collecting data and GIS points
 3. Assists in issuing and inspecting storm water permits
 4. Assists with designing on engineering projects
 5. Assists in keeping maps and data up-to-date
-

MINIMUM QUALIFICATIONS

Must be pursuing a degree in Civil Engineering or related field. Requires a valid driver's license and must have a clean driving record. Requires knowledge of CAD, GIS, and spreadsheets. Ability to work outdoors year round is required. Must be able to communicate verbally and in writing with supervisor and other employees. The successful candidate will be required to pass a pre-employment drug screen and criminal background check.

PHYSICAL DEMANDS

Ability to work in a standard office environment, and outdoor in all weather conditions; ability to travel to different sites and locations; and ability to cope with stressful situations in a fast-paced environment are essential.

NOTICE

This job description in no way states or implies that these are the only tasks to be performed by the employee occupying this position. He or she will be required to follow any other instructions and to perform any other job related duties requested by his or her supervisor.

It is the policy of the Smithfield City to provide and promote equal opportunity in employment, compensation, and other terms and conditions of employment without discrimination because of race, color, religion, gender, age, national origin, sexual orientation, gender identity, or disability. The Human Resource Department will provide reasonable accommodations for applicants during the selection process.

In the interest of the workplace and public safety, all offers of employment are contingent upon the successful completion of a chemical screen for the purpose of detecting the presence of alcohol and/or controlled substances in the body and background check. Smithfield City requires as condition of employment, the use of direct payroll deposit to a bank or savings account.

SALARY

\$12.00 per hour

Applications: Those interested in applying should submit a completed city employment application and resume, applications can be found at www.smithfieldcity.org. Completed applications can be sent to Smithfield City Human Resource Department, Attn: Jane Price, 96 South Main Street, Smithfield, UT 84335 or via email at jprice@smithfieldcity.org

Closing Date: Friday September 15th by 5:00 p.m.