



City of Milford Engineering Technician Pay Grade: 5

Employment Status: Full-Time

FLSA Status: Non-Exempt

Experience Required: No work experience required. Must pass pre-employment testing for substance abuse, criminal background, motor vehicle driver's license history, and a pre-employment physical. Possession and retention of a valid motor vehicle operator's license and Class B CDL (Minimum) issued by the State of Delaware is required. Subject to random drug and alcohol testing according to City policy.

Minimum Education Requirements: High school diploma or equivalent

Direct Supervisor: Public Works Director

Supervisory Responsibility: None

Primary Work Location: In, around, and out of the city, with reporting, office duties and meetings, at the Public Works facility

Job Summary: The Engineering Technician is responsible for overseeing the installation of all sanitary sewer, water, storm sewer, curb, sidewalk, and roadway pavement. This role also includes supervising construction contract inspections for all City-owned facilities. The Engineering Technician is expected to apply sound judgment and meet established performance standards while carrying out these duties.

The Engineering Technician shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative, and responsive service. The Engineering Technician shall demonstrate technical skills through effective communication and collaboration, proper use of resources, sound decision-making, personal accountability, and responsibility.

Supervision Received: Work is performed under the general supervision of the Public Works Director.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential duties:

- **Utility Mapping & Location:** Conducts utility mapping and locates water, sanitary sewer, electric, and storm sewer systems per Delaware MISS UTILITY.
- **Road & Pavement Inspection:** Inspects road sub-grade and pavement installations to ensure quality and compliance.
- **Curb & Sidewalk Inspection:** Inspects curb and sidewalk installations for adherence to standards.
- **Storm Sewer Inspection:** Inspects storm sewer installations to verify proper construction and function.
- **Sanitary Sewer Inspection:** Inspects sanitary sewer installations to ensure compliance with regulations.
- **Potable Water System Inspection:** Inspects potable water system installations for safety and performance.
- **Right-of-Way Construction Inspection:** Performs post-construction inspections of the ROW to ensure proper restoration and compliance prior to issuing Certificates of Occupancy.
- **Sidewalk Repair Inspection:** Conducts sidewalk repair inspections, meets with property owners, and verifies final repairs.
- **Other Duties:** Performs related work as required.

Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment:

An employee in this class must have the following knowledge, skills, and abilities upon application:



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Knowledge

- Working knowledge of current construction methods.
- Basic computer knowledge (Word, Excel, Outlook, Email Management).

Skills

- Time management.
- Able to understand written and oral communication.

Abilities

- Reading of blueprints and specifications.
- Use of CADD and GIS

Physical Requirements:

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact, as normally defined as the ability to see, read, talk, hear, oversee, or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment such as; but not limited to; a personal computer, calculator, copier, and fax machine. Some climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping and repetitive motions.

Signatures/Date

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my position. I would like to have a second review of the job description with my manager and human resources.

Department Director:

Employee:

Human Resources Director:
