



POSITION AVAILABLE

Job Title: ENGINEERING TECHNICIAN

Department: Road & Bridge

Job Location: Anahuac

Annual Salary: \$44,090.84-\$46,883.24 (based on experience)

Application Period: September 27, 2023 - until filled.

Job Summary and Principal Duties: Review project specifications and assist the Engineering Department personnel with duties, such as plan preparation, evaluation of field conditions, design changes and reports.

Duties include but no limited to:

Maintains construction project records. Prepares estimates, plans, and specifications for maintenance and construction projects; Prepares final plans for bidding; calculates material quantities for construction estimates; prepares plan sets for contractors to use in bidding performs mathematical calculations. Prepares drawings and cross sections of maintenance and construction projects. Performs related work as assigned with minimum supervision. Position involves performing multiple tasks, meeting deadlines, and occasionally working extended hours. Prepares or completes various forms, reports, correspondence, and other documentation, including Road Widening Plans, Culvert Plans, project drawings, project files, etc.; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

APPLICANTS MUST MEET THE FOLLOWING QUALIFICATIONS:

1. A High School Diploma/GED
2. A valid Driver License
3. Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities
4. Any applicant conditionally selected for this position will be required to submit to a background, physical and drug testing, before commencing employment

Additional Conditions of Employment:

- Skill in the operation and maintenance of applicable equipment, tools, and surveying instruments.
- Ability to prepare reports, to perform mathematical calculations, and to communicate effectively.
- Associate's degree in related AutoCAD field; supplemented by one (1) year experience in the drafting/CAD; or any equivalent combination of education and experience that provides the requisite.
- Must possess and maintain a valid Texas driver's license.

Only applicants meeting the qualifications listed above need apply:

R&B Department
201 Airport Road
Anahuac, TX. 77514
(409) 267-2710

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