



ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY CADD ENGINEERING SPECIALIST

GRADE: 66 Pay Range: \$ 46,425 TO \$ 64,979 annually DOE/Q plus benefits
Candidate of choice must pass pre-employment drug test and background check.
FLSA Status: Non-exempt (eligible for overtime)

Qualifications: Associates Degree in CADD, Engineering Technician or related field and four (4) years of CADD experience designing water and wastewater utilities, transportation geometrics, drainage, grading and roadway design; Applicants with an education and/or experience equivalent to six (6) years of full-time sub-professional level field CADD, drafting or closely related work may be substituted for an associate's degree with four (4) years of experience; the required experience OR an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed below. Must possess and maintain a valid Arizona driver's license and a satisfactory driving record; and pass pre-employment drug test. At the option of the appointing authority of the City, persons hired into this class may additionally be required to either possess at entry or obtain within specified time limits designated licenses, certifications or specialized education and training relevant to the area of assignment.

Tasks: Under general supervision of the City Senior Civil Engineer performs a variety of technical work including computer aided design for the drafting of construction plans for new roadways, pavement preservation projects, roadway reconstructions, parking lots, drainage improvement, structures, utilities and facilities. Is responsible for quantity take-offs and cost estimates for Capital Improvement Projects and Economic Development Projects. Creates drawings and graphics for survey plats, abandonments, dedications, legal descriptions, maps for surveyors and public or council presentations. Produces hydrologic and hydraulic, sewer and water, grading and roadway geometric calculations as necessary. Writes and compiles technical specifications and easements as necessary. Researches existing water and wastewater utility mains and availability at specific locations using GIS, As-built plan sheets, and field visits. Reviews plans and specifications to assure conformance with City standards. Maintains the as-built records database, City CADD standards and Engineering Standard Details for the City.

Knowledge, Skills, and Other Characteristics:

- Knowledge of the principles and practices of engineering and CADD work.
- Knowledge of water, wastewater, transportation and drainage engineering concepts as they apply to infrastructure as well as applicable Federal, State, and Municipal laws, codes, ordinances, regulations, and standard specifications applicable to design, permitting, construction, and operations. Knowledge of basic surveying and mapping practices.
- Knowledge of CADD, GPS practices and GIS, database concepts for the development of survey maps and legal descriptions.
- Knowledge of preliminary plats, final plats, metes and bounds, records of survey and easements.
- Skill in utilizing CADD 3D-Civil and Micro-station computer software to develop designs, drafting, maps and reports.
- Skill in organizing, prioritizing and accomplishing work within required timeframes, exercising independent judgment.
- Skill in reading, interpreting, and applying plans, specifications, codes, and regulations.
- Skill in maintaining detailed records; reviewing and coordinating plans and permit applications for approvals.
- Skill in communicating and acting effectively with co-workers and the public in the performance of all tasks.

Physical and Visual Ability: Sufficient to effectively and safely perform required duties and to safely operate required equipment and city vehicle as needed. Applicant must be free from mental disorders that would interfere with performance of duties as described.

Hearing and Speaking Ability: Sufficient to clearly, concisely and effectively communicate in person and over the telephone.

Deadline: Applications must be received by 5:00 PM, June 21, 2011
Send applications/resume to:

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303
(928)777-1315 (800)748-6205 TDD: (928)777-1100 Fax: (928)777-1213

Email: Personnel@cityofprescott.net Visit our website at www.cityofprescott.net Job Hotline: (928)777-1280
EEO/M/F/V/H/D/NSE Posted: May 31, 2011

Mark Nietupski _____
Public Works Director

Mary Jacobsen _____
Human Resources Manager

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MAJOR BENEFITS FOR A FULL-TIME REGULAR EMPLOYEE: Twelve days annual paid vacation; Ten paid holidays; Paid sick leave; Paid employee health and life insurance; Retirement benefits; Deferred Compensation Plan; Social Security benefits; other optional benefits.
PROBATION: An established probationary period must be satisfactorily served by each employee. NOTE: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process.