



Massillon Civil Service Commission

NOTICE OF EMPLOYMENT

The Massillon Civil Service Commission is now hiring for the position of **Engineering Technician I** for the Massillon Engineering Department.

SALARY: \$23.62 - \$29.19 hourly Full-Time CLASSIFIED

BENEFITS: The City of Massillon offers a benefit package that includes:

- Comprehensive Health Care Insurance
- Retirement Plan
- Paid Vacation
- Sick Leave Benefit
- Paid Holidays

To be eligible, you must complete a formal application for the City of Massillon found on the City website <https://Massillonohio.gov/jobs>. Applications will be accepted from May 13, 2025 through May 27, 2025.

You MUST submit a resume and cover letter with your City application. Failure to submit a resume and cover letter will disqualify you.

The competitive written exam will be held for this position Wednesday June 4, 2025. Details will be emailed to those who qualify.

POSITION SUMMARY

Under general supervision, performs a variety of moderate to complex office and field technical engineering tasks related to design, plan review, surveying, inspecting, office research, assisting the public, and does related work as required.

Employee in this classification must apply engineering knowledge and skills to design, construction and inspection of public works projects. Employee must be familiar with office, field, and inspection procedures. Work is performed under the general direction and reviewed upon completion for performance with department standards.

ESSENTIAL DUTIES

Incumbent works under supervision of the City Engineer. The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of all the duties and responsibilities of the classification.

- Serve as a subordinate designer in the office.
- Conduct preliminary studies and prepare and review designs for public works projects such as sewer, street paving projects, subdivisions and related work; prepares and reviews estimates, pay applications, and specifications for construction projects; studies maps, plans, subdivisions and terrain for data to aid in the establishment and location of proposed plats, properties and surveys.
- Perform preliminary surveys, staking of construction projects and establishing street lines and grades;
- Serves as an inspector for the Engineering Department; plans and supervises the inspection of repair of construction projects; keeps records and prepares correspondence and reports.
- Provides technical advice to City supervisors/directors and contractors upon request.
- Performs contract administration functions.
- Perform other related duties as required.

QUALIFICATIONS

To perform this job successfully, the selected candidate must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience

Possession of an Associate's degree or higher from an accredited college or university in one of the following fields:

- Civil Engineering/Civil Engineering Technology
- Construction Management
- Construction Engineering Technology
- Municipal Engineering Technology

OR

A minimum of two (2) years of professional experience performing the essential duties of this position, in lieu of a degree.

OR

A minimum of three (3) years of professional experience related to one or more of the degree fields listed above, in lieu of a degree.

OR

A minimum of four (4) years of professional experience related to heavy civil construction or underground utility installation

Skills and Abilities

- Must have knowledge of common construction means and methods, including materials, techniques and industry best practices.
- Must possess strong verbal and written communication skills to professionally interact with the public and government officials.
- Must be able to conduct field investigations to assess infrastructure issues.
- Proficiency in Microsoft Office applications particularly Excel and Word.

Preferred:

- Civil Engineering principles including mathematics, mechanics, materials, hydraulics, hydrology, structural, mechanical, electrical and sanitary systems.
- Knowledge of Small Municipal Separate Storm Sewer Systems (MS4) and requirements for compliance
- Knowledge of Wastewater Treatment Collection Systems
 - a. Flow Dynamics
 - b. Pump station operations
 - c. Inflow and Infiltration analysis
- Knowledge of various Transportation/Traffic Engineering requirements and operations.
- ArcGIS System knowledge, utilization of various Esri applications and data collection.
- Ability to analyze findings and assist in developing capital improvement plans.
- Ability to prepare engineering and inspection reports.

PHYSICAL DEMANDS

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to sit and is occasionally required to climb stairs and ladders or balance and stoop, kneel, crouch, crawl, and smell. The Engineering Technician I must be able to regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee could encounter while performing the essential functions of this job.

The employee works in an environment that may be exposed to moving mechanical parts. The employee might be occasionally exposed to construction equipment, project work sites, and interior wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; vibration and moving mechanical parts.

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