



## LEHI CITY POSITION OPENING Engineering Technician

**CLOSING DATE:** Tuesday, May 17, 2016, 5:00 PM

**OPENINGS:** 1 Position

**STARTING WAGE:** \$20.00-\$24.00/hour, Pay Grade 14, depending on experience.

**STATUS:** Full-Time with Benefits (health, dental, vision, life, retirement, paid leave, etc)

**DEPARTMENT:** Engineering Department

**JOB SUMMARY:** Performs a variety of general administrative and complex technician duties as needed to expedite the day-to-day processes related to development bonds, surveying assistance, CAD drawings, and project estimates as required for construction projects in Lehi City. Reports to the Assistant City Engineer.

**MINIMUM REQUIREMENTS:** Graduation from high school or equivalent plus two (2) years of specialized college, technical institute, or equivalent training with emphasis in math, CAD, office procedures and construction AND four (4) years of experience in engineering and construction practices, cost estimating, AutoCAD (Civil 3D), various office software systems; or combination of equivalent education and experience.

**MINIMUM QUALIFICATIONS:** Considerable knowledge of engineering and construction practices; cost estimating; spread sheets; AutoCAD (Civil 3D); personal computer operations and various program applications such as MS Office, Express Bill Pay, Smart Gov, -, Granicus, etc.; working knowledge of administrative procedures and legal processes associated with the maintenance of public records and documents, construction contracts and bonding regulations. Ability to exercise initiative, independent judgment and to act resourcefully under varying conditions; communicate effectively verbally and in writing; establish and maintain effective working relationships with fellow employees, banks, contractors, developers, elected officials and other agencies of the public.

**TO APPLY:** Submit completed Lehi City Application, Resume, and Letter of Interest and any applicable certifications in person to Lehi City Human Resources, 153 N100 E, Lehi, UT 84043 or electronically to [apply@lehi-ut.gov](mailto:apply@lehi-ut.gov). To download application and job description, visit [www.lehi-ut.gov](http://www.lehi-ut.gov). For questions, contact Lehi City Human Resources, 153 North 100 East, Lehi, UT 84043 or 385-201-1000.

**NOTE:** A complete list of essential functions and minimum requirements of the position may be obtained from Lehi City Human Resources upon request. Lehi City will provide reasonable accommodations for any applicant during the examination and selection process. If you have special needs, please call 385-201-2265, **For required City application, contact Lehi City Human Resources, 153 North 100 East, Lehi, UT 84043 or download application and job description at [www.lehi-ut.gov](http://www.lehi-ut.gov).** Lehi City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age or disability.