

Job Title: Technician I / II

Job Description: Engineering Design / GIS Division

The Lapeer County Road Commission (CRC) has an opening for an “Engineering Tech” position in its Lapeer Office. The selected candidate will work with the engineering staff and supervision to complete assignments.

Primary job duties involve field reviews and office administration of Road Design and GIS services for work and assets within the jurisdiction of the Lapeer CRC roadway system. This work may include, but is not limited to:

- Prepare Bid Advertisements / Bid Packages;
- Prepare Bid Tabulations;
- Review Design Plans for Projects, Road, Bridges, Drainage, Safety, etc.;
- Pavement Design and Analysis
- Easement and Legal Description Review, Preparation and Recording;
- Asset management data entry and mapping;
- Act 51 Certification Maps
- Hydrology calculations and sizing of Road Culvert Crossings;
- Traffic Analysis, Speed Studies and Speed Limit Reviews;
- Sign Requests and Work Orders;
- Pavement Marking Program administration;
- Accident Billing and Investigation;

Secondary job duties include, but are not limited to, assisting the Lapeer County Highway Engineer as-needed in the Permits and the Construction Division of the Engineering Department.

Job Requirements:

- Minimum of an Associate’s Degree in one of the following areas: Civil Engineering, Survey, GIS or an equivalent degree
 - and/or 3 years of experience minimum (5 to 10 preferred) in utility or road design, ability to read utility or construction drawings, survey and reading/interpreting legal descriptions
- Valid un-restricted Michigan Driver’s License
- Working knowledge of computer software including Microsoft Office applications (Word, Excel, Outlook)
- Willingness to work beyond 40 hours per week during summer work schedule and occasionally during winter work hours
- Maintain and encourage cooperative, positive public relations in dealings with residents, businesses, and other government agencies or officials
- Highly organized and excellent multi-tasking skills
- Physical ability to perform required field work

Highly Preferred Skills

- Road Design / GIS experience
- Experience reading/reviewing construction plans
- Experience and understanding of drainage routes
- Experience in reading survey and legal descriptions
- Personability to deal with public complaints
- Familiarity with Michigan Department of Transportation Specifications and Standards

Other Preferred Skills:

- Familiarity with AutoCAD
- Roadsoft
- ArcGIS

Compensation: Based on above qualifications

- Starting wage - \$24.53 (Tech I) / \$27.66 (Tech II), per union contract
- Health Insurance options
- \$1,200 annually towards Dental/Vision Coverage
- \$30,000 Life Insurance coverage
- MERS Retirement 7% match on employee’s 3% input

Job Title: Technician I / II**Job Description: Engineering Permit Division**

The Lapeer County Road Commission (CRC) has an opening for an “Engineering Tech” position in its Lapeer Office. The selected candidate will work with the engineering staff and supervision to complete assignments.

Primary job duties involve field reviews and office administration of the Permit Program within the jurisdiction of the Lapeer CRC roadway system. Individual shall oversee the permit process from initial application to final close out of permit, including field inspection of work being performed. This work may include, but is not limited to:

- Addressing permit issues and complaints;
- Land Division requests;
- Permit applications for Driveway approaches;
- Permit applications for miscellaneous work within the Road Right of Way;
- Review Site Plans for Commercial Developments;
- Permit applications and field inspections for Utility work within the Right of Way;
- Review and issue Transportation permits;
- Enforcement of polices and permit requirements
- Weighmaster duties

Secondary job duties include, but are not limited to, assisting the Lapeer County Highway Engineer as-needed in the Design / GIS Division and the Construction Division of the Engineering Department.

Job Requirements:

- Minimum of an Associate’s Degree in one of the following areas: Civil Engineering, Construction Technology, Survey, GIS or an equivalent degree
 - and/or 3 years of experience minimum (5 to 10 preferred) in utility or road design / construction, ability to read utility or construction drawings, survey and reading/interpreting legal descriptions
- Valid un-restricted Michigan Driver’s License
- Working knowledge of computer software including Microsoft Office applications (Word, Excel, Outlook)
- Willingness to work beyond 40 hours per week during summer work schedule and occasionally during winter work hours
- Maintain and encourage cooperative, positive public relations in dealings with residents, businesses, and other government agencies or officials
- Highly organized and excellent multi-tasking skills
- Physical ability to perform required field work

Highly Preferred Skills

- Utility or Road Construction Inspection experience
- Experience in reading/reviewing Utility or Construction plans
- Experience and understanding of drainage routes
- Experience in reading survey and legal descriptions
- Personability to deal with public complaints
- Familiarity with Michigan Department of Transportation Specifications and Standards
- Ability to enforce “cease work” orders within Road Right-of-Way

Other Preferred Skills:

- Material testing certifications
- Familiarity with AutoCAD
- Roadsoft
- ArcGIS
- Oxcart Permitting System

Job Title: Technician I / II**Job Description: Engineering Construction Division**

The Lapeer County Road Commission (CRC) has an opening for an "Engineering Tech" position in its Lapeer Office. The selected candidate will work with the engineering staff and supervision to complete assignments.

Primary job duties involve field reviews and office administration of Road Construction services for work and assets within the jurisdiction of the Lapeer CRC roadway system. This work may include, but is not limited to:

- Oversee list of Projects for construction season;
- Determine inspection needs and coordinate projects with Public and Public Agencies;
- Oversee Construction and / or Inspectors;
- Evaluate Guardrail, Bridge, Culvert Damage and coordinate Repair work;
- Perform and / or oversee Material Testing;
- Daily Inspections / Reporting;
- Prepare / Oversee Field Manager, Contracts, and Estimates;
- Perform and / or oversee construction layout and other survey activities;

Secondary job duties include, but are not limited to, assisting the Lapeer County Highway Engineer as-needed in the Permits and the Design / GIS Division of the Engineering Department.

Job Requirements:

- Minimum of an Associate's Degree in one of the following areas: Civil Engineering, Construction Technology, Survey, GIS or an equivalent degree
 - and/or 3 years of experience minimum (5 to 10 preferred) in utility or road design/construction, ability to read utility or construction drawings, survey and reading/interpreting legal descriptions
- Valid un-restricted Michigan Driver's License
- Working knowledge of computer software including Microsoft Office applications (Word, Excel, Outlook)
- Willingness to work beyond 40 hours per week during summer work schedule and occasionally during winter work hours
- Maintain and encourage cooperative, positive public relations in dealings with residents, businesses, and other government agencies or officials
- Highly organized and excellent multi-tasking skills
- Physical ability to perform required field work

Highly Preferred Skills

- Road / Utility Construction experience
- Experience reading/reviewing construction plans
- Experience and understanding of drainage routes
- Experience in reading survey and legal descriptions
- Personability to deal with public complaints
- Familiarity with Michigan Department of Transportation Specifications and Standards

Other Preferred Skills:

- Material testing certifications
- Familiarity with AutoCAD
- Roadsoft
- Oxcart Permitting System