

## The Bay County Road Commission Civil Engineering Technician

The Bay County Road Commission (BCRC) is seeking qualified candidates for the position of Civil Engineering Technician. This position will be responsible for construction inspection and administration of federal and locally funded road and bridge projects throughout the county. Additionally, job duties will include assistance with design, surveying, and contract bidding.

As a Civil Engineering Technician, you will be responsible for the field inspection and construction administration of federal/state and locally funded road and bridge construction projects and office technician roles on those projects within Bay County. This will include all documentation meeting federal prevailing wage requirements, material certification, and all required contract documentation. Thorough understanding of road and bridge construction as well as being versed in the MDOT construction inspection / administration procedures and documentation requirements. **Overtime will be required with this position.**

Qualified candidates will have experience inspecting and administering road and bridge projects. Additionally, should be versed in the documentation procedures required for state and federal projects, specifically Michigan Department of Transportation (MDOT). It is preferred the candidate possess an equivalent of two years of college level coursework in project management, engineering, or surveying. The candidate should also have a minimum of five years of experience in road/bridge construction inspection, road/bridge design or surveying. Working knowledge of the following computer software programs is strongly recommended: MicroSoft Suite of Programs (Word, Excel, Outlook, Powerpoint, etc.), AutoCAD with Civil 3D, Leica Captivate, Arc GIS systems and related software, Adobe Acrobat Pro, Field Manager (Info Tech) and Projectwise.

Strong organizational, planning and communication skills are vital. This position requires the candidate to professionally represent the BCRC when communicating with fellow employees, public officials and the general public.

The position offers a competitive salary and benefits. No telephone calls please. Any questions with regard to this advertisement should be forwarded via e-mail ([cwale@baycoroad.org](mailto:cwale@baycoroad.org)) by the deadline listed below. Resumes must be submitted to the Bay County Road Commission Administration via electronic submission only ([cwale@baycoroad.org](mailto:cwale@baycoroad.org)) . Deadline for this application is, December 31, 2019. Be sure to include a valid e-mail address with your resume. A full job description can be viewed at [www.baycoroad.org](http://www.baycoroad.org) or obtained at the above address. Candidates requiring confidentiality should so indicate. The BCRC is an Equal Opportunity Employer.