

GENERAL JOB DESCRIPTION

TITLE: Municipal Engineering Technician

DEPARTMENT: Engineering

REPORTS TO: Township Engineer

FLSA: Hourly, Non-Exempt

SALARY RANGE: Refer to approved salary range schedule.

Position Description

The Municipal Engineering Technician is a key member of the College Township Engineering Department, providing direct technical support to the Township Engineer. Under the direction of the Township Engineer, the Engineering Technician will also provide support to the Public Works, College Township Water Authority and Planning/Zoning in the areas of municipal infrastructure, land development review, and permitting. This position assists in the planning, design, inspection, and documentation of land development, transportation, stormwater, and utility projects. The Technician assists in the preparation of regulatory reports and related permit applications and compliance documentation. The Technician serves as a technical resource to Township staff, developers, contractors, and residents, and ensures compliance with applicable municipal, state, and federal regulations.

The Municipal Engineering Technician will have access to senior staff mentorship, professional training opportunities, and opportunities for career development. Due to the wide scope of municipal employment projects and exposure, the Municipal Engineering Technician shall have the capacity to learn, develop, and retain skills to accomplish the essential duties and responsibilities below.

Essential Functions

- Research, interpret, and apply regulations, code compliance standards, and permit requirements for municipal design and development projects.
- Review subdivision and land development plans for adherence to Township ordinances, codes, and engineering standards.
- Assist in the preparation, review, and coordination of engineering plans, specifications, cost estimates, and technical reports for municipal infrastructure projects, including roads, utilities, parks, street trees, lighting, buildings, and other public works.
- Conduct field inspections and collect data to document construction progress and ensure compliance for both municipal and private development projects.
- Prepare and coordinate permit applications with regulatory agencies such as PennDOT, the Department of Environmental Protection (DEP), and local conservation districts.
- Monitor PA OneCall submissions and complete filed markings as necessary.
- Maintain accurate records, reports, and project databases, including integration and updates within Geographic Information Systems (GIS).
- Provide technical support and guidance to residents, developers, contractors, and Township staff regarding engineering standards and permitting processes.

- Assist in the development of grant applications, funding documentation, and related reporting for infrastructure projects.
- Participate in the monitoring and documentation of Township assets, including sidewalks, parks, street trees, roadways, and other public infrastructure.
- Operate Township vehicles (e.g., passenger cars, pick-up trucks) safely and responsibly in the performance of field duties.

Minimum Qualifications

EDUCATION:

- Bachelor's degree in civil engineering, Environmental Engineering, or related field preferred; an associate's degree or equivalent technical experience may be considered.

EXPERIENCE:

- 1–3 years of experience in the engineering field, with exposure to municipal infrastructure and/or land development projects preferred.
- Survey or GIS experience or ability to demonstrate competence within one year.
- Inspection experience or ability to demonstrate competence within one year.

Knowledge/Skills/Abilities:

- Knowledge of civil engineering principles related to transportation, stormwater, and utility infrastructure.
- Familiarity with Pennsylvania regulatory permitting processes; experience with PennDOT and DEP preferred.
- Proficiency in Microsoft Office Suite; working knowledge of AutoCAD (or equivalent) and ESRI GIS strongly preferred.
- Ability to read, interpret, and review engineering drawings, specifications, and technical reports.
- Strong written and verbal communication skills for preparing reports, correspondence, and technical documentation.
- Ability to establish and maintain effective working relationships with Township staff, consultants, contractors, and the public.
- Ability to work independently, prioritize multiple assignments, and meet deadlines.

Certifications:

- Possession of a valid Pennsylvania driver's license is required; must maintain eligibility for Township vehicle use.
- Engineer in Training (EIT/FE) Certificate preferred.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be provided to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regular physical activities are as follows, sitting, climbing, balancing, stooping, kneeling, crouching, standing, walking, pushing, pulling, lifting (20 pounds), grasping, feeling, handling, talking, hearing/listening, seeing/observing and repetitive motions.

The work environment may include working outdoors in all types of weather and may be exposed to vehicular traffic, construction equipment, intense or continuous noise, air contamination (dust, fumes, and odors). As for instance, the work environment will be indoors, under distractions, such as telephone calls, interruptions, and other disturbances.

Disclaimer

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are subject to modification to accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the knowledge, skills, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

Reviewed with employee by:

Manager’s Name: _____ **Date:** _____

Acknowledgement

This job description has been reviewed with me by my manager. I have been provided with the opportunity to ask questions regarding any aspect of this job description.

Job Incumbent Signature _____ **Date** _____

Legal Disclaimer: The Job Description is intended for informational purposes only, and by no means should replace or substitute any governmental and/or non-governmental legal information or advice. Please contact an HR Professional for additional information.