



MIDLAND  
COUNTY ROAD COMMISSION  
2334 N. MERIDIAN ROAD  
SANFORD, MI 48657

Phone (989) 687-9060  
Fax (989) 687-9121  
www.midlandroads.com

**POSITION: CONSTRUCTION TECHNICIAN / ENGINEER**

**General Summary:**

The Construction Technician or Engineer shall assist the Engineering Department in the preparation of construction and maintenance plans for the highways and drains within an Autodesk Civil 3D software environment, perform various types of data collection, review permit applications, and work closely with contractors and construction crews. Excellent public relation skills are required to ensure positive, courteous, and professional interactions with the public.

**Major Duties of Position:**

1. Make, or assist in making, field reviews or survey data for construction projects.
2. Prepare, or help prepare, construction plans for drainage and pavement construction projects.
3. Coordinate with utility companies as they impact the design plans for construction projects.
4. Prepare, or assist in preparation of, bidding documents.
5. Assist in the enforcement of permit and subdivision regulations.
6. Assist with the oversight of work within county road commission right-of-way.
7. Manage and review permit applications for activities within county road commission right-of-way.
8. Draft and/or review easements and grading permits where necessary.
9. Assist in the preparation of permit and grant applications.
10. Maintain, or assist in the maintenance of, the Asset Management system.
11. Assist with the rating of roadways using the PASER rating system.
12. Maintain and/or assist with the inventory and management of materials, stockpiles, and the sign shop.
13. Collect traffic count/field study data, interpret the collected data, and insert same in computer database and maps. Maintain, place and operate the ADR's (automated data recorders) at predetermined locations and specially designated intersections.
14. Assist in the field with construction activities, inspection, documentation and recommendations.
15. Perform Office Tech duties for record keeping on federally funded construction projects.
16. Must be capable of addressing field problems and implementing changes as necessary.
17. Shall document "Inspectors Daily Reports" and oversee all the taking of measurements and keeping records of progress for the engineering department.
18. Assist in the administration of the Soil Erosion and Sedimentation Control program.
19. Shall participate in the 4-week rotation of weekend/weeknight on-call duties.

20. Work closely and smoothly with administrative and union personnel.
21. Work with the public and/or residents in a courteous and professional manner.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment.

**Required Qualifications:**

1. An Associate's Degree or higher in Civil Engineering Technology or Civil Engineering.
2. Minimum of 5 years work experience in road construction/inspection is desired.
3. Must be organized and multi-task oriented and capable of controlling and organizing high levels of work activity.
4. Must have working knowledge of the current version of Autodesk Civil 3D software.
5. Possess, or immediately obtain, MDOT Office Tech Certification.
6. Possess, or immediately obtain, MDOT Certifications in Density, Concrete and Aggregate Inspection.
7. Possess, or immediately obtain, EGLE Soil Erosion and Sedimentation Control/Storm Water Management certification.
8. Experience in working with members of the public in a positive, courteous, and professional manner.

**Position Benefits:**

1. Vacation time
2. Sick leave
3. Holiday time
4. Employee Healthcare Plan – Coverage 90 days after service start date
5. Dental Insurance, Life Insurance, Short and Long Term Disability Insurance
6. MERS Pension

Send resume to: Midland County Road Commission, Attention: MCRC Human Resources, 2334 N. Meridian Road, Sanford, MI 48657 or email to [Jobs@midlandroads.com](mailto:Jobs@midlandroads.com). Resumes will be accepted until position is filled.

The Midland County Road Commission is an equal opportunity employer.