



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

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**POSITION: ENGINEERING TECHNICIAN / CIVIL ENGINEER**

**General Summary:**

The Engineering Technician or Civil Engineer shall assist the Engineering Department in the preparation of construction and maintenance plans for highways and drains within an Autodesk Civil 3D and ESRI GIS software environment, data collection for asset management, and the creation of maps and graphics for information sharing. Excellent public relation skills are required to ensure positive, courteous, and professional interactions with the public. Midland County Road Commission maintains nearly 900 miles of roadway, 90 bridges, 2,600 culverts, and over 1,000 miles of right-of-way.

**Major Duties of Position:**

1. Make, or assist with, field reviews or collecting survey data for construction projects.
2. Prepare construction plans for road and drainage projects.
3. Coordinate with utility companies that impact construction work.
4. Prepare construction or material bidding documents.
5. Assist with the oversight of work within county road commission right-of-way and MDOT maintenance projects.
6. Draft and/or review easements and grading permits.
7. Assist in the enforcement of subdivision regulations.
8. Assist in the field with construction activities, inspection, documentation and recommendations.
9. Assist in the preparation of permit and grant applications.
10. Assist in design, development, and maintenance of the Geographic Information System (GIS).
11. Assist with maintenance of the Asset Management system.
12. Assist with the rating of roadways using the PASER rating system.
13. Maintain and/or assist with the inventory and management of materials, stockpiles, and the sign shop.
14. Collect traffic count/field study data, interpret the collected data, and incorporate in computer database and maps. Maintain, place and operate the ADR's (automated data recorders) at predetermined locations.
15. Create maps, graphics, web links, and other social media interaction for positive public relations.
16. 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 Degree or higher in Civil Engineering Technology, Civil Engineering, or similar field.
2. Work experience in a transportation related field is desired.
3. Must be organized, able to multi-task and capable of controlling and organizing high levels of work activity.

4. Must have a good working knowledge of the current version of Autodesk Civil 3D software.
5. Good working knowledge of ESRI Arc GIS software is desired.
6. Experience in working with members of the public in a positive, courteous, and professional manner.

**Position Benefits:**

1. Paid time off (PTO)
2. Holiday time
3. Employee Healthcare Plan – Coverage 30 days after service start date
4. Dental Insurance, Life Insurance, Short and Long Term Disability
5. MERS Pension
6. 457 Retirement Saving Plan
7. Health Care Savings Program

Send resume to: Midland County Road Commission, Attention: MCRC Engineering, 2334 N. Meridian Road, Sanford, MI 48657 or email to [jobs@midlandroads.com](mailto:jobs@midlandroads.com). Resumes will be accepted until 8:00am on Monday, February 27, 2023.

The Midland County Road Commission is an equal opportunity employer.