



Scope: DeSoto Parish Police Jury

Job Title: Engineering Technician

Category: Administration

Pay Range: \$19.00-\$29.00 per hour

Description:

The Engineering Technician reports to the Parish Engineer, and provides support to the Parish Engineer and other Technical Staff performing a variety of sub-professional engineering tasks under his/her direction.

Duties and Responsibilities:

- Assists with technical matters associated with project development, implementation, and closure including but not limited to scopes of work, land acquisitions, due diligence, cost estimates, budgets, construction documents, advertising, bidding, correspondences, scheduling, plans, pay applications, project manuals, file maintenance, and closeout.
- Performs minor engineering and surveying tasks.
- Assists in responding to special technical requests made by Jurors, staff, and the public.
- Assists with the development of Geographic Information Systems.
- Website development and maintenance.
- Preparation of Cooperative Endeavor Agreements.
- Responsible for issuance of permits for Floodplain, Road Use, Crossings, ROW, Communication Towers, FEMA, Corps of Engineers, DOTD, etc. and provides backup for Building Permits.
- Provides support to Planning Commission (subdivisions), Bayou Pierre Fish and Game Commission, Zoning Commission, P-Mac, and other related agencies.
- Research Clerk of Court and Assessor records to determine ownership for land acquisition, disposals, and due diligence.
- Assists with property standards and nuisance enforcement.
- Serves as liaison to CivicSource with the disposal of adjudicated properties, providing annual tax rolls, answering any public interest requests, and handle closing paperwork.
- Performs routine office functions (e.g. answer phone, make copies, etc.).
- Works under minimal supervision; achieves goals; asks for assistance when needed.
- Contributes to team effort by accomplishing related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability required.

- Four (4) year bachelor's degree in related field and a minimum of two (2) years of experience in a related position is preferred; or, two years (60 hours) of university studies in related field and a minimum of five (5) years of experience in a related position is preferred; or, a High School Diploma/GED equivalent and a minimum of ten (10) years of experience in a related position, is required.
- Ability to function at an advanced level of computer proficiency including email, internet, word processing, spreadsheet, presentation, graphic, and database applications.

- Ability to interpret policies and procedures, plan and organize work and to establish and maintain effective work relationships.
- Strong interpersonal and both written and verbal communication skills.
- Ability to preserve the confidentiality of sensitive issues and situations.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will work in inclement weather, be required to stand, reach, stoop and kneel; and to lift and/or move up to 50 pounds.