

PLEASE POST FOR ALL TO SEE

TO: All Employees
FROM: Human Resources Department
DATE: March 17, 2017
SUBJECT: JOB OPPORTUNITIES

PUBLIC WORKS DEPARTMENT

ENGINEERING ARCHIVIST – Engineering Division – The Department of Public Works seeks a highly-motivated team member with strong customer service and technical skills. This position is responsible for digital and paper format archiving, record-keeping, and survey/engineering research assignments of a difficult and legal nature. Customers within the City family and community at large depend on this employee to provide responsive & professional service for a wide variety of public information requests. The successful candidate will compile data and perform records research necessary for public improvement projects, land development planning, and sale or transfer of public property. They may also prepare boundary survey plans, deed descriptions, and reports under the supervision of a Licensed Land Surveyor. This position is expected to utilize ESRI GIS software, create and maintain digital databases and indexes of City engineering records, assign street addresses, and utilize AutoCAD software to update engineering, surveying, and as-built records. **Requirements:** Candidates must have an Associate Degree or Technical Degree in Information Technology, Engineering, Surveying, or Geographic Information Systems (GIS); or any equivalent combination of certification, experience, education and training. Must have excellent customer service and communication skills. Must possess a valid State of Maine Class C Motor Vehicle Operator's license; must have and maintain a good driving record. Must be capable of climbing both stairs and ladders; must be able to lift up to 40 lbs. **Desired Training & Experience:** Prior experience as a Vital Records Clerk; prior experience in municipal engineering record keeping; prior experience as a GIS or mapping professional with strong ESRI and Autodesk product skills. Professional licensure or certification in the State of Maine (PE, PLS, FE, LSIT, or GSIP). CEBA – Grade 17 – \$809.63/week - Recruit rate. Accepting applications for this position only until 4:30 pm, Tuesday, April 4, 2017.

SENIOR TECHNICIAN (Transportation Engineering) – An employee in this classification performs office and field inspection of work related to public infrastructure construction projects. Assists with scoping, monitoring and compliance enforcement of municipal public works Transportation System projects; communicates with contractors; conducts field reviews of existing conditions; prepares and maintains records of construction work in progress; prepares and/or reviews pay estimates; and handles citizen complaints. Works in heavy vehicle traffic areas and around heavy equipment operated by utility companies, private contractors, and in-house crews. Schedule may include nights, weekends, and holidays. **Requirements:** Graduation from high school and/or vocational technical school with related experience, or any equivalent combination of certification experience, education and training. Considerable knowledge of the principles and practices of engineering, construction, and digital data management as applied to Public Works and land development projects; ability to understand and interpret construction plans and specifications; familiarity with customer service skills. Ability to withstand exposure to varied climatic conditions and maneuver over uneven terrain. Must possess a valid State of Maine Class C driver's license and maintain good driving record (please provide license number on application). **Training and Experience Desired:** Working knowledge of paving materials, practices and procedures; working knowledge of excavation and work zone safety requirements preferred. Familiarity with CityWorks, See Click Fix, ESRI, and AutoCAD software. CEBA – Grade 13 - \$703.13/week – Recruit rate. Accepting applications for this position only until 4:30 pm, Tuesday, April 4, 2017.

The above positions are open to both in-house and outside applicants.

****In-house applicants must complete the entire application****

The City of Portland is strongly committed to diversity in its work force.

Women and Minorities are encouraged to apply.

We are an Affirmative Action/Equal Employment Opportunity employer.

Apply at the Human Resources Office, Room 115, City Hall.