



ENGINEERING TECHNICIAN

Full Time

Internal and External Posting

Heber City Corporation has an immediate opening for a full-time Engineering Technician. This job requires the following essential functions: Acts as an administrative assistant to the Engineering Department. Maintains files and detailed status lists of subdivisions, City Capital Improvement Projects, and related facilities; i.e. roads, water, sewer, drainage, etc. Administers subdivision escrow accounts using basic accounting principles. Assists in the research and preparation of annual Department budget. Prepares miscellaneous monthly and annual status and statistical reports for state and local agencies. Responds to a wide variety of customer questions related to engineering departmental functions and general City questions. Updates City utility maps using new and old record drawings, capital project drawings, and field information. Assists in the creation and updating of City GIS infrastructure maps.

Candidates shall possess an associate's degree in a technical or other related field, including a minimum of two (2) years of progressively responsible experience directly related to above duties, **OR** an equivalent combination of education and experience. GIS, CAD, Office practices, basic engineering practices and accounting experience desirable.

This is a full-time fully benefited position. Benefits include health, dental, vision, URS retirement, paid holidays, vacation and sick time. Pay range \$22.55 - \$31.78. DOQ.

Interested persons may obtain an application on the City's website at www.heberut.gov or by contacting Melanie Alleavitch at malleavitch@heberut.gov or 435-657-7902. Applications may also be submitted to Melanie Alleavitch at the listed e-mail address or at the City Offices located at 75 North Main Street, Heber City, through **Thursday, August 19, 2021 at 5:00 p.m.** Heber City Corporation participates in E-verify and is an EOE.