



ENGINEERING TECHNICIAN (FIXED TERM)

DEPARTMENT: Public Works
FLSA STATUS: Non-Exempt
REPORTS TO: Public Works Director
TERM ENDS: December 31, 2029

Introduction to the City and Department:

Join the City of Castle Pines, where commitment to operational excellence and a culture of innovation shapes our future. The Public Works Department is at the forefront of this mission, offering an opportunity to lead critical municipal engineering, capital, and operational initiatives. In this role, you'll drive impactful projects, foster community dialogues, and ensure our City evolves in alignment with its vision and goals.

General Purpose:

The City of Castle Pines is seeking a detail-oriented and highly organized Fixed Term Engineering Technician related to the oversight of City capital improvement projects. Under the general supervision of the Public Works Director, this fixed term position focuses on coordination, inspection, interpretation, reporting, and administration of assigned capital projects.

Key Responsibilities:

The list below is intended to be illustrative of the responsibilities of the position and is not all-encompassing. The City may change these duties at any time.

- Assists in the development of project scopes.
- Assists with the management of capital improvement projects.
- Prepares Request for Proposal (RFP) and Request for Quote (RFQ) documents.
- Participates in bid openings, prepares bid tabulations, and performs pre or post qualifying review of contractors.
- Coordinates with City staff, contractors, engineers, and consultants.
- Collaborates with City staff, engineers, consultants, design teams, construction teams, and utility companies.
- Establishes and maintains processes for managing scope during the project.
- Analyzes project status and, when necessary, revises the scope, schedule, or budget to ensure that project requirements are met.

- Ensures compliance with all local, state, and federal laws and regulations.
- Ensures compliance with industry, contractual, and company standards, specifications, and best practices.
- Monitors progress of projects, addresses delays, and mitigates risks.
- Ensures goals or objectives of project are accomplished within prescribed time frame and budget requirements.
- Establishes appropriate contractor staffing levels, ensures contractor performance meets contractual obligations, and resolves disputes with contractors
- Ensures all work is completed according to approved plans and specifications.
- Inspects capital improvement projects for conformance to blueprints, specifications, and City standards.
- Enforces safety and environmental standards on job sites.
- Provides technical expertise and assists in the development of roadway operation and maintenance goals and activities.
- Prepares written and statistical reports on the status of work and maintains records.
- Reports project outcomes and/or risks to the appropriate management channel and escalates issues as necessary.
- Reviews right-of-way permit applications, assists in the issuance of permits, calculates fees, and performs inspections.
- Verifies, approves, and processes contractor and consultant payment requests.
- Conducts public outreach, attends community meetings, and responds to complaints and inquiries.
- Assists the Public Works Department in the development and administration of the budget by forecasting operational funds needed and approving expenditures.

Skill Requirements:

- Strong knowledge of civil engineering principles, public works standards, and construction methods
- Materials testing
- Ability to read and interpret engineering drawings, specifications, and legal documents
- Excellent project management and organizational skills
- Proficient in project management software, asset management software, and Geographic Information System (GIS) tools
- Ability to manage multiple priorities and work effectively under pressure
- Listen well and communicate effectively orally and in writing with various audiences
- Excellent interpersonal and communication skills

Educational Background and Experience:

- Bachelor's degree in Civil Engineering, Planning, Design, Construction Management, Public Administration, Architecture, or a related field or candidates without a degree may be considered with a minimum of 5 years verified experience in construction project management
- Minimum of 5 years of experience in Public Works engineering, construction project management, infrastructure management and/or project management
- Valid Colorado driver's license required

Physical Demands and Work Environment:

- Primarily office-based with frequent visits to construction sites
- May require working outdoors in varying weather conditions with required personal protective equipment
- Occasional evening or weekend work may be required to attend public meetings or respond to emergency situations
- Must be able to lift up to 30 lbs.
- Must be able to walk/stand for extended periods during site inspections

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the employer's needs and requirements of the job change.

Received by:

Employee Name

Employee Signature

Date