



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

Phone (989) 687-9060  
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**POSITION: CIVIL TECHNICIAN / ENTRY-LEVEL CIVIL ENGINEER**

**General Summary:**

The Civil Technician or entry-level Civil Engineer shall assist the Engineering Department in the preparation of construction and maintenance plans for the 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 in making, field reviews or survey data for county/state funded construction projects.
2. Prepare, or help prepare, construction plans for drainage and pavement construction projects.
3. Coordinate with utility companies as they impact the design plans for construction projects.
4. Prepare, or assist in preparation of, bidding documents.
5. Assist with the oversight of work within county road commission right-of-way.
6. Draft and/or review easements and grading permits where necessary.
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. Work closely and smoothly with the other personnel.
11. Assist in design, development, and maintenance of the Geographic Information System (GIS).
12. Maintain, or assist in the maintenance of, the Asset Management system.
13. Assist with the rating of roadways using the PASER rating system.
14. Maintain and/or assist with the inventory and management of materials, stockpiles, and the sign shop.
15. Collect traffic count/field study data, interpret the collected data, and insert same in computer database and maps. Maintain, place and operate the ADR's (automated data recorders) at predetermined locations and specially designated intersections.
16. Create maps, graphics, web links, and other social media interaction for positive public interaction.
17. 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's Degree or higher in Civil Engineering Technology or Civil Engineering.
2. Work experience in transportation is desired but not required.

3. Must be organized and multi-task oriented and capable of controlling and organizing high levels of work activity.
4. Must have excellent 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. Vacation time
2. Sick leave
3. Holiday time
4. Employee Healthcare Plan – Coverage 90 days after service start date
5. Dental Insurance, Life Insurance, Short and Long Term Disability Insurance
6. MERS Pension

Send resume to: Midland County Road Commission, Attention: MCRC Engineering, 2334 N. Meridian Road, Sanford, MI 48657 or email to [Russ@midlandroads.com](mailto:Russ@midlandroads.com). Resumes will be accepted until position is filled.

The Midland County Road Commission is an equal opportunity employer.