

*Job posted on 2014-03-24 by 00026579; posting expires on 2014-05-30*

**Employer:** Morgantown Utility Board

**Position:** Engineering Technician

**Job Description:** Full Time,

The position of Engineering Technician is open in the Engineering Department. This position will focus broadly on all aspects of the engineering department in support to one or more staff engineers(s). The position reports to a Senior Engineer.

Responsibilities may include:

â€¢ Drafting and mapping

â€¢ Work orders and cost estimates

â€¢ Stormwater permits (review, inspect, and file)

â€¢ Field investigations

â€¢ Construction inspection

â€¢ Surveying

â€¢ Flow meter installation, calibration, downloading

â€¢ Consultation with construction/maintenance crews

â€¢ Receive and respond to customer complaints and inquires.

â€¢ Assist with administration of tap orders, and related customer service records

â€¢ GIS data collection and entry

â€¢ Maintenance of department records.

**Qualifications:** The applicant should have basic office software skills, including Microsoft Windows OS, Microsoft Excel and Microsoft Word. It is mandatory for the candidate to be proficient with AutoCAD, and basic surveying fundamentals. Familiarity with soils, hydraulics, and other general engineering principles is desirable.

**Application Instructions:** Applications for this position will be accepted until Friday, March 14, 2014, or until the position is filled, whichever is later. Pay will be competitive and based upon the qualification of the selected individual.

This is a non-exempt position.

Interested persons should contact Human Resources ([humanresources@mub.org](mailto:humanresources@mub.org)).

*Job posted on 2014-03-24 by 00026579; posting expires on 2014-05-30*

Morgantown Utility Board

P.O. Box 852

Morgantown, WV 26507-0852

Phone 304-292-8443

Fax 304-292-1526