



CITY OF **Sumter**
SOUTH CAROLINA

VACANT POSITION
Engineering Associate
Engineering Department

Job Purpose: Provides engineering support to the City Engineer by assisting in the planning, design, and management of engineering projects.

- Conducts surveys, develops various water, sewer, storm drain and driveway entrance plans, prepares encroachment permits for projects, performs field inspection for approval and final acceptance, prepares correspondence; maintains related files.
- Produces CAD drawings for engineering projects, assists with design and construction problems.
- Applies for DOT permits related to construction projects; keeps up with permit applications and assists with inspections.
- Approves contractor pay requests, inspects work at designated construction intervals, confirms work is completed and submits paperwork for payment approval.
- Conducts field work by measuring and calculating new sidewalk roadway construction or resurfaced road levels to meet city standards.
- Uses GPS handheld device to locate manholes, valves, fire hydrants and other infrastructure appurtenances.
- Performs exceptional service to internal and external customers.

Required Knowledge, Skills, and Abilities: Must possess strong written and verbal communication skills, including active listening and the ability to convey information clearly and in a manner easily understood. Excellent multitasking abilities, such as handling phone calls while accurately documenting information. Strong organizational skills and keen attention to detail. Ability to work independently, exercise sound judgment, and manage multiple projects effectively. Proficiency in Microsoft Office; working knowledge of AutoCAD and Arc view (or similar GIS software).

Minimum Qualifications: Associate's degree in Engineering or a related field; or any equivalent combination of education and experience that provide the required knowledge, skills, and abilities needed. Must possess a valid South Carolina driver's license.

Deadline to Apply: **Open until filled**
Apply online at www.sumtersc.gov or
mail resume with cover letter along with application to:
City of Sumter Human Resources
21 N. Main Street
Sumter, SC 29150

The City of Sumter is an Equal Opportunity Employer and participates in **E-Verify**. **E-Verify** allows participating employers to verify the employment eligibility of their newly hired employees and the validity of their Social Security Numbers. **E-Verify** is operated by the Department of Homeland Security in partnership with the Social Security Administration. This Notice is not intended to be an all-inclusive list of duties, knowledge, skills and abilities required to do the job. This is intended only to describe the general nature of the job. A more comprehensive list of duties, responsibilities and essential job functions is available in the job description.