

**GENESEE COUNTY ROAD COMMISSION
Administrative Offices**



**JOB POSTING
OPEN TO THE PUBLIC**

ENGINEERING AIDE OFFICE TECHNICIAN

Genesee County Road Commission (GCRC), located in Flint, Michigan, seeks an Engineering Aide Office Technician. Under the direction of the Director of Engineering and Construction Department Manager, performs as an engineering aide office technician handling the review, processing, approval, and filing of construction material paperwork, testing reports, and payroll. Work assisting with construction projects, collecting and checking engineering data, and preparing reports and calculations. Analyses and maintains records to ensure compliance with specifications and other construction-related duties as assigned.

Candidates must have knowledge, ability, and skill in the principles and practices of excellent customer service. Maintain good interpersonal relationships, understand and follow complex oral and written directions, and maintain professional and technical knowledge.

This position requires a minimum of five (5) years of experience in inspection of road construction projects. Experience with Construction Material Certifications and Testing. Knowledge of computer software with emphasis in Field Manager and ProjectWise. Must possess a High School Diploma / GED and a valid Michigan Driver's License.

The salary range is \$55,472 - \$62,340, with a comprehensive benefits package including, but not limited to, Medical/Dental/Vision Insurance, Life Insurance, paid holidays and vacation, pension, and deferred compensation. Please email resumes to mpearson@gcrc.org or mail them to Monica Pearson, Genesee County Road Commission, 211 W. Oakley Street, Flint, Michigan 48503. GCRC will accept resumes until the position is filled. EOE
