VILLAGE OF OAK PARK

POSITION VACANCY NOTIFICATION **20-JANUARY-2015**

CLASSIFICATION	SALARY RANGE	DATE AVAILABLE	DEPARTMENT/ DIVISION
ENGINEERING TECHNICIAN I	**$47,301.52- $60, 865.92 DOQ**	20-JANUARY-2015	PUBLIC WORKS/ ENGINEERING

DEFINITION: This is the entry level class in the Engineering Technician series distinguished from the Engineering Technician II by the performance of the more routine tasks and duties assigned to positions within the series. This employee performs technical engineering support tasks; prepares preliminary designs through final plans and technical drafts; makes complex calculations for various public works projects; and performs field inspections.

EXAMPLE OF DUTIES (Essential Duties and Responsibilities): Layout, draft and prepare drawings from field survey information and reduced field notes for various engineering and planning projects including existing improvements, right-of-ways and various utilities. Conduct research of property ownership; interpret legal descriptions or other such data required to complete information in the preparation of construction projects; conduct field inspections of construction projects and review the work of contractors; ensure compliance with plans, specifications and adjustments or changes; review project changes with supervisor. Research records, maps and other data to obtain engineering data including location of sewer mains, water mains, and various other utilities; perform a variety of surveying functions including topography, drainage operation inspections, pavement inspection, sidewalks and curbs and gutter inspections and other spatial relationships. Draw plans from aerial photographs and sketches; maintain accurate files. Perform a variety of related office or field tasks to assist engineers including gathering, analyzing and recording data. Update maps and geographic information system data of the Village as new roads, plats or other changes are made; duplicate maps as required for Village or other uses. Maintain records of construction projects from information collected and/or supplied by engineers; compile and compute material and cost estimates of projects. Compile field notes, complete preliminary drawings, plot plans and profiles, elevations and improvement of sewers, streets, water mains and related public works and utility projects. Perform work in accordance with sound safety practices. Work with various data bases maintained in the Engineering Division. Perform field inspections of work performed by private contractors and utilities to assure compliance. Respond to public inquiries in a courteous manner; provide information and assistance on engineering activities, and communicate clearly with citizens, business owners and contractors. Perform related duties and responsibilities as required.

QUALIFICATIONS (*Required at time of hire and/or learned within a short period of time in order to successfully perform the assigned duties.)*
Knowledge of: Computer-Aided Design (CAD) drafting methods, equipment and electronic media. Trigonometry as applied to the computation of angles, areas, distances and traverses. Basic principles and practices of surveying and construction inspection. Engineering maps, records .and geographical information systems (GIS). Construction plans and specifications. Office procedures, methods, and computer equipment including Microsoft Office applications (Word, Excel, Outlook, and Access), computer-aided drafting (CAD) software, and geographical information system (GIS) applications and tools.

Ability to: Learn Village engineering policies and procedures. Learn to understand and interpret engineering plans and specifications. Perform civil engineering drafting work, and plan preparation. Reduce, interpret, and apply field notes in the performance of drafting and survey duties. Compile rough technical data and prepare statistical and narrative reports from field studies. Deal tactfully with contractors, engineers, and property and business owners. Prepare and maintain accurate engineering records and data bases. Use algebraic formulas, trigonometry tables and statistical mathematics to accomplish the level of work described herein. Communicate clearly and concisely, both orally and in writing. Establish and maintain cooperative working relationships with those contacted in the course of work. Work safely in and near traffic. Communicate clearly and concisely, both orally and in writing; Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: *Walking, standing or sitting for extended periods of time;* Maintain effective audio-visual discrimination and perception needed for: *Making observations, Communicating with others, and Reading and Writing; and* Maintain mental capacity which allows the capability of: *Making sound decisions and Demonstrating intellectual capabilities.*

EXPERIENCE AND TRAINING GUIDELINES:
Experience: Qualified applicants should have at least three years of professional work experience working in a public or private-sector engineering environment performing work of a similar nature and level of that described in "EXAMPLES OF DUTIES" including experience in CAD (micro station); AND
Training: Qualified applicants must possess an Associate's degree in civil engineering, construction technology or a related field. AND
License or Certificate: Possession of a valid Illinois driver license is required.

LAST DATE FOR ACCEPTANCE OF APPLICATION: 06-FEBRUARY-2015

Selected applicants will participate in a structured interview and an on-line multi-part test to measure their knowledge of computer software functions and techniques. The applicant selected for appointment must successfully pass a pre-employment physical that includes a drug and alcohol screen.

Qualified applicants are invited to submit a completed Application for Employment Form, cover letter, detailed resume, examples of work products or deliverables, and the names and /telephone numbers of five professional, work-related references, not later than 06-FEBRUARY-2015 to: Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; careers@oak-park.us or by fax (708) 358-5107. The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation program, social security, health and life insurance, vacation and sick leave and other competitive benefits.