



**Position Recruitment Notification
For Internal & External Candidates**

Job Classification: Engineering Technician I

Department/Division Public Works Department
Employment Status: Full-time
Hourly Salary/Grade: \$24.2572/hour - Grade 6
FLSA: Non-Exempt
Union: SEIU Union
Employment Commission: N/A

Deadline for Application: March 11, 2019

POSITION SUMMARY:

This is the entry level class in the Engineering Technician series. This class is 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 a variety of field inspections.

INSTRUCTIONS TO APPLICANTS:

Applicants can visit our website at <http://www.oak-park.us/jobs>. Submit applications and resumes by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: HR@oak-park.us; or by fax to: 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 & life insurance, vacation, sick leave & other benefits.

A COPY OF THE POSITION DESCRIPTION IS ATTACHED

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

This is the entry level class in the Engineering Technician series. This class is 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 a variety of field inspections.

SUPERVISION RECEIVED

Receives direct supervision from higher level engineering staff.

EXAMPLES OF DUTIES--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential duties and responsibilities

1. 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.
2. 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.
3. 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.
4. Draw maps from aerial photographs and sketches; maintain accurate files.
5. Perform a variety of related office or field tasks to assist engineers including gathering, analyzing and recording data.
6. 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.
7. Maintain records of construction projects from information collected and/or supplied by engineers; compile and compute material and cost estimates of projects.
8. 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.
9. Perform work in accordance with sound safety practices.

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10. Work with various data bases maintained in the Engineering Division.
11. Perform field inspections of work performed by private contractors and utilities to assure compliance.

Other important responsibilities and duties

1. Respond to public inquiries in a courteous manner; provide information and assistance on engineering activities, and communicate clearly with citizens, business owners and contractors.
2. 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:

Ensure that best in class customer service is provided to both internal and external customers and also embrace, support, and promote the Village's core values, beliefs, and culture.

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



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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.

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*
- *Operating assigned equipment.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned equipment.*

Maintain mental capacity which allows for effective interaction and communication with others.

Maintain reasonable and predictable attendance

Work overtime as operations require

Experience and Training Guidelines

Experience: One year of professional Engineering Technician experience is desirable in a public or private-sector engineering environment performing work of a similar nature and level of that described above in “EXAMPLES OF DUTIES” including experience in CAD (micro station); **AND**

Training: Each applicant 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.

WORKING CONDITIONS

Work in an office environment; sustained posture in a seated position for prolonged periods of time; some work at a construction site; loud machine noise; stooping and standing; work in inclement weather conditions.