



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

Job Classification: **Engineering Technician II**

Department/Division: Public Works/Engineering
Employment Status: Full-time
Hourly Rate/Grade: \$29.54 - \$37.25 +/- DOQ - Grade 10
FLSA: Non-Exempt
Union: SEIU Local 73
Employment Commission: N/A

Deadline for Application: Open until filled

POSITION SUMMARY:

This is the full journey level class within the Engineering Technician series. Employees within this class are distinguished from the Engineering Technician I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, have substantial prior experience.

INSTRUCTIONS TO APPLICANTS:

Applicants can apply directly using the following link:

<https://secure.entertimeonline.com/ta/6141780.careers?ApplyToJob=553906881>

For additional information on the position visit our website at <http://www.oak-park.us/jobs>. Applications and resumes may also be submitted by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: jobs@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

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce and strongly encourages applications from candidates of color.



ENGINEERING TECHNICIAN II

Union: SEIU

FLSA: Non-exempt

Pay Grade: 10

Hours: 37.5 per week

*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 full journey level class within the Engineering Technician series. Employees within this class are distinguished from the Engineering Technician I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, have substantial prior experience.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Assistant Village Engineer. Exercises functional and technical direction over lower level Engineering Technician staff.

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

Essential duties and responsibilities

1. Layout, draft and design drawings from field survey information and reduced field notes for various engineering and planning projects including existing improvements, right-of-way 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.
3. 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.
4. Research records, maps and other data to obtain engineering data including location of sewer



mains, plats, and water mains; perform a variety of surveying functions including topography, drainage operation inspections, pavement inspection, and curbs and gutter inspections and other spatial relationships.

5. Develop and maintain various databases and maps maintained by the Engineering Division using ArcGIS software; maintain accurate files.
6. Perform a variety of related office or field tasks to assist engineers including gathering, analyzing and recording data.
7. Update maps and geographic information system databases of the Village as new roads, plats or other changes are made.
8. Maintain records of construction projects from information supplied by engineers; measure, compile, and compute material and cost estimates of projects.
9. 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.
10. Perform work in accordance with sound safety practices.
11. Perform inspections of work performed by contractors for private permit projects in the Village's right of way to ensure compliance with approved permits and Village requirements.

Other important responsibilities and duties:

1. Respond for public inquiries in a courteous manner, provide information and assistance on engineering activities.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Computer aided design (CAD) drafting methods, equipment and software.
- Geographical information systems (GIS)
- Trigonometry as applied to the computation of angles, areas, distances and traverses. Basic principles and practices of surveying and inspecting.
- Engineering maps and records.
- Construction plans and specifications.
- Engineering policies, procedures, and issues.



- Applicable laws, regulations, codes, department policies, governing assigned engineering duties.
- Office procedures, methods, and computer equipment including Microsoft Office applications (Word, Excel, and Outlook), CAD software, and GIS software.

Ability to:

- Apply Village engineering policies and procedures.
- Understand and interpret engineering plans and specifications.
- Perform civil engineering drafting work.
- 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 owners.
- Prepare and maintain accurate engineering records and GIS databases.
- Use algebraic formulas, trigonometry tables and statistical mathematics to accomplish the level of work described herein.
- Work independently in the absence of supervision.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain interpersonal skills in the workplace to effectively communicate and interact with others.
- Maintain reasonable and predictable attendance

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- 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

Experience and Training Guidelines

Experience: Five years of technical engineering or GIS experience **AND**

Training: Must possess an Associate's degree with major coursework in civil engineering, construction technology, GIS, or related field **AND**

License or Certificate: Possession of a valid Illinois driver's license is required.

WORKING CONDITIONS

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

Diversity Equity & Inclusion Statement

The Village of Oak Park commits itself to diversity, equity and inclusion by recognizing that creating a mutually respectful, multicultural and equitable environment does not happen on its own, it must be intentional. This includes providing equal opportunities for everyone regardless of race, ethnicity, gender identity, sexual orientation, religion, ability, military or veteran status or any other characteristics.