

PLEASE POST  
Employment Opportunity for  
**CIVIL ENGINEERING TECHNICIAN**

CITY OF BROOKFIELD  
Department of Human Resources

**PURPOSE: Pursuing Progress-Sustaining Success.** The City of Brookfield is looking to hire an experienced, Civil Engineering Technician to join our public works team. The Engineering Technician performs paraprofessional level work with drafting and design, survey, and construction inspection. The incumbent is responsible for drafting construction/engineering documents, inspection of Public Works construction projects to ensure quality construction; and the collection and processing of field survey data.

**ESSENTIAL FUNCTIONS:**

- ◆ Assists with ESRI GIS updating and utilization.
- ◆ Assists with permit and diggers hotline administration.
- ◆ Organizes and updates as-builts and other records.
- ◆ Assists City Engineer with address inventory, creation, and maintenance.
- ◆ Drafts construction plans and miscellaneous drawings as required.
- ◆ Assists engineers in design layout of projects and quality takeoffs.
- ◆ Serves as a civil design technician performing civil design utilizing AutoCAD Civil 3D.
- ◆ Utilizes computer office software to include Microsoft Office and Adobe.
- ◆ Competently operates survey instruments, including total station, data collector, theodolite level, and various hand tools.
- ◆ Competently gathers and displays survey data, including topological and design data.
- ◆ Performs survey work for various City departments as requested.
- ◆ Observes construction practices/techniques of contractors in public works projects.
- ◆ Maintains a daily record of all work performed, records measurements, and completes daily reports.
- ◆ Answers questions regarding location of properties, utility locations, etc. Acts as a liaison between the contractor, City staff and the general public. Responds or refers complaints.
- ◆ Promotes and maintains positive departmental public relations and image with customers, which include other City departments and staff, developers, contractors, engineers, property owners and the community in general.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans With Disabilities Act (ADA) of 1990.*

**REQUIREMENTS:**

**Engineering Technician II\*:**

1. An associate degree in Civil Engineering Technology.
2. At least 4 years experience with construction plan reading, surveying, drafting, GIS or public works inspection.
3. Valid State of Wisconsin Driver's License.

**Engineering Technician I\*:**

1. An associate degree as an Civil Engineering Technology.
2. At least 2 years experience with construction plan reading, surveying, drafting, GIS and public works inspection.
3. Valid State of Wisconsin Driver's License.

*Equivalent combinations of training and experience will be considered.*

\* The City has the right to fill the Engineering Technician position vacancy at either a I or II level based and knowledge, skills and abilities of the applicant.

**2018 SALARY RANGE:**

**Engineering Technician II:** \$30.25-\$34.60 per hour with excellent benefits.

**Engineering Technician I:** \$24.87-\$28.43 per hour with excellent benefits.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Human Resources reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises.

Applications will be accepted through **SUNDAY, FEBRUARY 11, 2018**. This deadline may be extended to meet the needs of the City.

**HOW TO APPLY:** You can now apply online through NEOGOV from our web site ([www.ci.brookfield.wi.us](http://www.ci.brookfield.wi.us)), by clicking on the job title and clicking on the "Apply" link! An email address is necessary to apply online. If this is the first time you are applying using our online job application, you will need to create an account and select a Username and Password. After your account has been established, you can build an application by clicking on the "Build Job Application" link. This application can be saved and used to apply for other job openings. If you do not have a current email address, you can sign up for free email to create your account.

You will receive an email confirming that we have received your application. It is important that your application show all the relevant education and experience you possess. Applications may be rejected if incomplete. You may submit a resume by copying and pasting the document, however the application must be completed in its entirety to be accepted. **Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.**

For assistance click on "HELP" after you are logged in or during business hours contact Applicant Support @ 1-877-204-4442 Option: 1 or contact Ann Harvancik at (262) 787-3607 in the City of Brookfield Human Resources Department

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THE CITY OF BROOKFIELD IS AN EQUAL OPPORTUNITY EMPLOYER AND VALUES AND ENCOURAGES DIVERSITY.

**CIVIL ENGINEERING TECHNICIAN**