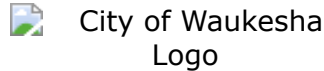


CITY OF WAUKESHA
invites applications for the position of:



ENGINEERING TECH

SALARY: \$47,817.20 - \$64,551.43 Annually

OPENING DATE: 12/21/17

CLOSING DATE: 04/30/18 04:00 PM

DESCRIPTION:

This position performs any or all of the duties of the Engineer Tech plus technical assignments of moderate difficult in drafting, surveying, mapping, recordkeeping and other miscellaneous work in the office and field.

Starting Salary: \$47,817.20; maximum \$64,551.43 achieved through merit increases.

Open until filled.

EXAMPLES OF ESSENTIAL DUTIES:

May perform some or all of the following tasks:

1. Serves as a member of a field survey crew or crew leader; operates survey instruments and equipment in the collection of field data for Public Works projects.
2. Makes moderately complex and involved drawings for Public Works projects.
3. Makes mathematical calculations for grades and surveys.
4. Makes limited detailed review of specific portions of Public Works projects or materials while serving as a Construction Site Representative; reviews construction materials for quality and conformance to specifications.
5. Evaluates and takes measurements for a street reconstruction project to verify work is performed in accordance with plans.
6. Acts as sewer and paving construction site representative on a variety of construction projects.
7. Enters storm, sanitary and other City infrastructure information and data into GIS.
8. Performs sewer locates for contractors and the public.
9. Serves on-call approximately seven (7) days per month to field locate Diggers hotline requests.
10. Works with contractors to establish grades for new sidewalk construction; communicates with contractors regarding City requirements; reviews payment to contractors.
11. Investigates trip and fall reports; takes measures to resolve problems.
12. Assists Engineers and/or other Engineer Technicians in the performance of field studies and surveys.
13. Conducts field work and office computations to obtain traffic counts.
14. Assists in election machine delivery, setup and troubleshooting.
15. Assists with writing special provisions to contracts.
16. Assists in departmental training.
17. Communicates with property owners regarding work being done on their property; helps property owners resolve problems within the City's right of way.
18. Reviews occupancy permits, street opening permits and utility permits.
19. Assists with general office work; answers telephones; processes mail, etc.
20. Performs related duties as assigned.

TYPICAL QUALIFICATIONS:

Graduation from high school and 1 year of technical school, plus 2 – 4 years of experience in public works construction and computer aided drafting; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of

- Construction techniques and procedures.
- Advanced drafting standards and the use of drafting equipment.
- Mathematics including algebra, geometry and trigonometry.
- The use of field surveying equipment, mathematics and procedures.
- The use of standard office equipment including computers and relevant software programs.

Ability to

- Prepare and interpret difficult drawings, plans, graphs, charts, maps and specifications.
- Understand and follow instructions.
- Work independently.
- Perform clerical and routine statistical work.
- Perform moderate to heavy physical tasks under varying weather conditions.
- Establish and maintain effective working relationships with contractors, engineers, supervisors, coworkers and the general public.

Skill in

- The use and care of drafting software equipment and basic construction reporting equipment.
- The use and care of field surveying equipment.
- Oral and written communications.

Necessary Special Requirements: Valid Wisconsin driver's license with excellent driving record.

SUPPLEMENTAL INFORMATION:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed both indoors and outside; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to bend, climb, balance, stoop, kneel, crouch, or crawl.
- The employee may frequently be exposed to adverse weather and other unpleasant conditions such as heat, cold, wetness and humidity; dim or bright lights, dust, odors, noise, vibrations, toxic agents, electrical currents, smoke and disease.

The employee must occasionally lift and/or move up to 50 pounds.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.waukesha-wi.gov>

Position #00027
ENGINEERING TECH
PK

201 Delafield Street, Room 205
Waukesha, WI 53188
262-524-3744

HR@waukesha-wi.gov

ENGINEERING TECH Supplemental Questionnaire

* 1. Do you have prior construction observation experience?

Yes No

* Required Question