

**CITY OF WAUKESHA**  
invites applications for the position of:



## SENIOR ENGINEERING TECH

**SALARY:** \$55,257.75 - \$74,598.48 Annually

**OPENING DATE:** 12/21/17

**CLOSING DATE:** 01/12/18 04:00 PM

**DESCRIPTION:**

In addition to the duties of the Senior Engineering Tech, performs sub-professional engineering assignments of moderate difficulty, requiring advanced knowledge of surveying, drafting and construction. Oversight supervision of a large project or several similar projects carried out simultaneously.

Starting Salary: \$55,257.75; \$74,598.48 achieved through merit increases.

**EXAMPLES OF ESSENTIAL DUTIES:**

1. Serves as field survey crew leader in setting of boundary and base lines, grades and control points and in the collection of field data for Public Works projects including downloading/uploading survey data.
2. Completes all phases of construction surveys.
3. Differentiates field data in various computer programs. Calculates vertical and horizontal errors and makes corrections.
4. Teaches high school and college co-ops proper surveying techniques.
5. Collects data and writes legal descriptions for surveys.
6. Prepares, revises and plots plans for City Public Works projects.
7. Inspects most phases of assigned project; creates as-builts with calculations.
8. Creates and revises numerous types of complex and involved City maps and detail drawings.
9. Provides the public with Public Works information including, e.g., property and sewer location, benchmarks, floodplain and Topographic elevations and addresses.
10. Purchases field equipment, drafting and plotting supplies.
11. Creates custom maps, drawings, displays and large format plot requests for Department staff and the general public.
12. Creates and revises City GIS projects, layers and databases.
13. Measures, calculates and records new asphalt and concrete pavement, curb and gutter, pavement marking and sod for the Project Engineer.
14. Logs problems and complaints from the public in VueWorks.
15. Scans in, renames and files hard copies of maps, plans and related documents into City files.
16. Serves on call approximately 7 days/month to field locate Digger's Hotline emergency requests.
17. Provides support to coworkers with AutoCad and GIS as needed.
18. Completes all phases of construction surveys.
19. Differentiates field data in various computer programs. Calculates vertical and horizontal errors and makes corrections.
20. Communicates with supervisors on outside work progress and stages.
21. Maintains and is responsible for assigned equipment and vehicles.
22. Performs related duties as assigned.

**TYPICAL QUALIFICATIONS:**

Graduation from high school and at least 2 years of specialized training, and at least 6 years of experience in surveying, drafting and construction; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

- Department rules, regulations and policies.

- The practices, methods, techniques and procedures of construction, cartography and architecture.
- Advanced drafting standards.
- The use of standard office equipment and specialized equipment used in drafting and surveying.
- The use of relevant software programs; e.g., AutoCad (Civil 3D), ArcMap, GIS, WORD, Excel, VueWorks, Granicus, Adobe and EffieldReporting.
- Prepare and interpret difficult drawings, plans, graphs, charts, maps and specifications.
- Understand and follow instructions and adhere to prescribed routines.
- Work independently with minimal supervision.
- Assign and supervise the work of others.
- Use and interpret results from engineering field, office and laboratory test equipment.
- Establish and maintain effective working relationships with engineers, contractors, supervisors, coworkers and the general public.
- The use of field surveying equipment.
- Drafting and mapping techniques.
- Performing advanced mathematical computations.

### **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 in the field; 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 occasionally required to bend, balance, stoop, crouch or kneel.
- The employee may occasionally be exposed to adverse weather and other unpleasant conditions such as heat, cold, wetness and humidity; dim or bright lights, dust, odors, noise, vibrations, heavy machinery and smoke.

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

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.waukesha-wi.gov>

Position #00028  
SENIOR ENGINEERING TECH  
PK

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

[HR@waukesha-wi.gov](mailto:HR@waukesha-wi.gov)

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### **SENIOR ENGINEERING TECH Supplemental Questionnaire**

1. Do you have prior survey crew leader experience?

Yes  No

\* 2. Do you have field-to-finish survey experience?

Yes  No

\* 3. Do you have experience with AutoCAD Civil 3d?

Yes  No

\* Required Question