



CITY OF DANVILLE, IL INTERNAL JOB NOTICE

FOR POSITION OF ENGINEERING TECHNICIAN

VACANCY CLOSING DATE – Open Until Filled

Normal Work Hours: 7:00am to 3:30pm

Salary Range: \$42,000 - \$63,000

Duties: The Engineering Technician participates in capital planning, asset management, survey, concept design, bid document assembly, construction observation, engineering design, utility coordination, construction documentation, consultant plan review, project management, cost estimating, report generation, studies, permitting, agency coordination, economic development, grant solicitations, budgeting, and inter-departmental coordination. The Engineering Technician requires some supervision and technical guidance and is a resource for implementing, refining, and recommending departmental standards.

Qualifications: The following are considered as comprehensive qualifications. Applicants need not have every qualification listed but should generally possess a wide array of these qualifications and skills. Extensive related experience will be considered in lieu of these position requirements if they represent similar skills, knowledge, and levels of responsibility. In addition to demonstrated competency in the experience items listed below; an Engineering Technician implements and enforces departmental standards and policies. The Engineering Technician works on complex projects and has technical expertise in one or more areas of municipal engineering, which may include CADD, surveying, sanitary sewers, drainage/storm water management, roadways, pedestrian facilities, or bridges.

Education: The minimum educational requirements for this position are:

- Associates Degree in Engineering Sciences or similar field with related work experience. Performs continuing education requirements to maintain certifications and to gain technical expertise.

Experience: Candidates for this position must possess the following experience, or experience deemed to be equivalent to the following:

- 0-5 years working experience and a general knowledge of municipal engineering concepts.
- Relevant college coursework and continuing education certifications.
- Project design support and construction inspection/documentation.
- Quantity computations, material testing, cost estimating, and man-hour projections
- Project engineering and project management.
- Resident construction engineering and survey chief.
- Design computations.
- Public involvement and public dispute resolutions.
- Project planning and design expertise.
- Staff supervision, budgeting, and budgeting projections.
- Grant writing and administration, economic development, and public involvement programs.
- Management/administration of projects involving MFT and IEPA SRF funding
- QA/QC review of departmental work product.

Skills: The following skills are basic to the functions of this position:

- Advanced proficiency level utilizing Microsoft Office applications including Word, Excel, Access, PowerPoint, and Outlook; AutoCAD or MicroStation; the Internet.
- Advanced math skills including addition, subtraction, multiplication, division, percentages, interest, geometry, calculus, trigonometry, algebra, and similar concepts.
- Good verbal and written communication skills.
- Working knowledge of surveying equipment and material testing equipment.
- Advanced CADD skills and software customization.
- Survey data manipulation and management, construction documentation systems, software and hardware selection.

Required Licenses: The person holding this position must have the following licenses:

- Illinois Class D Vehicle Operators License.
- EIT certificate in Illinois

Applications and employee transfer requests can be found on the City website, www.cityofdanville.org, and may be mailed to the City of Danville Personnel Office, 17 W. Main Street, Danville, IL 61832, or emailed to jamie.white@cityofdanville.org, or deposited in the City Building main floor lobby application box.

Personnel Office: (217)431-2300 Fax: (217)431-2202 EOE