



CITY OF DECATUR
invites applications for the position of:

Engineering Tech II

SALARY: \$24.42 - \$30.27 Hourly

DEPARTMENT: Public Works - Union

DIVISION: Engineering - Union

OPENING DATE: 05/28/19

CLOSING DATE: 06/10/19 11:59 PM

JOB SUMMARY:

The Civil Service Commission of the City of Decatur will conduct an examination and establish an eligible register for the above classification. There is currently one position available in the Public Works Department, Engineering Division. Persons passing all phases of the selection process will be placed on a Civil Service eligible register which will be used for a period of two years or until exhausted. Selection of candidates will be made according to the Civil Service law for cities, as modified by the City Code of the City of Decatur, Illinois.

NATURE OF WORK

The position performs responsible, standardized technical work in the field and office in connection with the design and construction of Public Works projects. Duties include management of routine capital construction projects; leading the work of a survey crew; compiling information on public infrastructure; technical preparation of engineering plans, maps, estimates, studies and reports; review of plans and specifications for compliance with City standards and specifications; monitoring the progress of private development projects, status of development improvement bonds and performing final acceptance inspection; and responding to information inquiries and complaints relating to engineering operations and responsibilities.

MAJOR DUTIES:

SUPERVISION EXERCISED

Supervision is exercised over subordinate technicians and temporary personnel assigned on an individual assignment basis, typically as a survey party chief.

SUPERVISION RECEIVED

Under the general supervision of the manager responsible for technical personnel. Routine assignments are performed with considerable independence and reviewed upon completion. General instructions and guidance is received from an engineer or advanced level technician for new or non-routine assignments.

EXAMPLES OF WORK (typical work examples, but not limited to the following)

1. Serves as the resident technician for routine capital construction projects to assure that work complies with City standards and specifications and essential project documentation is prepared, submitted and/or completed.
2. Measures completed work and prepares progress payments.
3. Directs the testing and sampling of the contractor's work and materials.
4. Operates and adjusts basic testing equipment for material testing and evaluate results.
5. Issues permits for water and sewer taps and performs field inspections to assure the compliance by contractors.

6. Serves as survey party chief for routine surveys or as crew member for complex surveys in performing field surveys for design, rights-of-way, construction staking, as-built information and investigations.
7. Operates survey equipment including transits, levels, theodolites and electronic total station.
8. Prepares preliminary and advanced engineering drawings for designs, details and standards.
9. Prepares drawings from complex survey field notes or converting electronic data for designs and engineering studies.
10. Researches property ownership and legal descriptions in County Clerk's office.
11. Provides field locates for City water and sewer facilities.
12. Compiles information and prepares preliminary reports on public infrastructure to record location, dimensions, condition, etc.
13. Performs lead technical work for in preparing engineering plans, maps, estimates, studies and reports of routine nature.
14. Reviews plans and specifications for compliance with City Standards and specifications.
15. Compiles information and makes updates to permanent engineering files, records and maps to document changes, additions and corrections to the City's infrastructure.
16. Conducts periodic observations, performs final acceptance inspection of private development projects to assure compliance with City standards and specifications and recommends release of sureties.
17. Responds to written, telephone and personal inquiries from the general public, consultants, contractors, other agencies, utility companies and other City departments and divisions for information relating to routine engineering operations, requirements and responsibilities.
18. Responds to complaints from the public relating to street, drainage, water and sewer problems.
19. Performs related work and other duties as assigned.

KNOWLEDGE & SKILLS:

DESIRED TRAINING AND EXPERIENCE

Graduation from high school or equivalent, including or supplemented by vocational school or college level courses directly relating to civil engineering, surveying or construction and three years experience in civil engineering, engineering technology and/or surveying; or an equivalent combination of training and experience. Must possess, or obtain with 60 days of employment, a valid State of Illinois driver's license.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

1. Considerable knowledge of mathematics through trigonometry.
2. Basic knowledge and applications of civil engineering principles and practices.
3. Basic knowledge and applications of surveying principles, practices and use of related equipment.
4. Basic knowledge of construction practices and equipment.
5. Basic skills in use of personal computers and spreadsheet, word processing and computer aided drafting software.
6. Ability to understand and follow written and oral instructions.
7. Ability to understand and apply engineering standards and specifications to evaluate completed technical or construction work for compliance.
8. Ability to plan and organize work to meet completion dates.
9. Basic skills to perform advanced level manual drafting work given general instruction.
10. Ability to effectively deal with the public, contractors, fellow workers and superiors.
11. Physical stamina sufficient to work outdoors in adverse weather conditions and at construction sites.

SUPPLEMENTAL INFORMATION:

EXAMINATION PROCESS

- 1) **Excel 2016 Online Skills Test**. All applicants must take this test. It will be graded on a pass/fail basis. Applicants must pass this test in order to take the written examination.
- 2) **Written Examination**. All applicants must take the written examination and score at least 70%.

- 3) **Oral Interview.** All applicants passing the written test must pass an oral interview. The passing criteria for the oral interview is 70%.
- 3) **Veteran Points.** Applicants who pass the written test and oral interview may be eligible to receive veteran preference points added to their final examination score.
- 4) **Physical Examination:** Applicants placed on the eligible register must pass a physical examination which includes a drug screen by a physician of the Commission's choice, immediately prior to appointment.

PROBATIONARY PERIOD

Persons appointed to the position of Engineering Technician II will serve a probationary period of six months.

RESIDENCY

AFSCME employees hired after June 5, 2017 shall be required to reside within the corporate limits of the City of Decatur for the first five (5) years of employment, and within the corporate limits of Macon County or within fifteen (15) miles of the corporate limits of the City of Decatur thereafter. Upon original appointment, an appointee may reside outside said limits but shall be required as a condition of continued employment to comply with said residency requirement no later than ninety (90) days after the completion of said appointee's 6-month probationary period

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/decaturil>

Position #18-00038
ENGINEERING TECH II
AR

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