

**CITY OF FORT WAYNE JOB POSTING**

**Applicants must meet duties/essential functions and minimum requirements.**

Job Vacancy:	<b>Engineering Tech I or II</b>	Department:	Transportation Engineering Services
Requisition Number:	2018069		
Hours:	7:00 a.m. – 3:30 p.m., or 8:00 a.m. – 5:00 p.m., may vary depending on need	Rate of Pay:	\$20.72 - \$25.28 per hour
Date Posted Up:	1-23-18	Date Posted Down:	Until filled
Time Up:	8:00 a.m.	Time Down:	

**ENGINEERING TECHNICIAN I**

**SUMMARY**

Performs drafting, inspection or related duties for engineering construction and capital improvement projects.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Performs moderately complex and relatively standardized inspection, drafting or related work/operations for various construction engineering projects and capital improvement projects;
- Performs inspections and field tests using specialized equipment to ensure compliance with project specifications and standards;
- Prepares detail construction drawings including, but not limited to, plan and profile, cross sections, details, and graphics using specialized engineering software and hardware systems;
- Ensures drafting and inspection deadlines and standards are met;
- Attends project related meetings (i.e., pre-bid, pre-construction, team meetings);
- Secures and interprets relevant data required for duties and projects;
- Maintains complete, current, and accurate records and files;
- Performs various drafting or graphics for non-construction related projects;
- Researches and updates property owner information;
- Takes photos as needed;
- Assists survey staff to determine exact locations for points, elevations, lines, angles, areas and contours;
- Reproduces, copies, scans, files, and archives assorted drawings, details, and maps, primarily for projects developed by Transportation Engineering project development teams;
- Maintains valid Indiana Driver’s License if City vehicle is used.

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

A.A.S. in Civil Engineering, Civil Engineering Technology, Construction Engineering Technology or equivalent course of study plus six (6) months related experience in public works related engineering design, drafting, inspection, or survey work.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Indiana driver's license if City vehicle used.

## **PHYSICAL DEMANDS**

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.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit and climb or balance. The employee must occasionally lift and/or move up to 50 pounds. Lifts concrete beams and cylinders. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts and risk of radiation. The noise level in the work environment is usually loud.

## **ENGINEERING TECHNICIAN II**

### **SUMMARY**

Performs drafting, inspection, or related duties for engineering construction and capital improvement projects

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Includes all duties and responsibilities of Engineering Technician I.

- Performs extremely complex inspection, testing and drafting functions; performs various lab tests on project materials.
- Reconciles discrepancies in quantities, and test results with project coordinator and contractor.
- Updates contractor as to time remaining to complete project; recommends time extensions.
- Formulates quantities and cost estimates.
- Investigates complaints, gathers field data and recommends resolutions.
- Inspects and reports on condition of transportation related infrastructure
- Assists with employee training and safety monitoring.
- Troubleshoots department equipment, hardware, and software applications.
- Maintains valid Indiana Driver's License if City vehicle is used.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

A.A.S. in Civil Engineering, Civil Engineering Technology, Construction Engineering Technology or completion of a closely related course of study plus 6-7 years' related experience in public works engineering design, drafting, inspection, surveying or successful completion of the Engineering Technician I training program or B.S. as described plus 2-3 years' related experience as described.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Indiana driver's license if City vehicle is used.

### **PHYSICAL DEMANDS**

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.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The

employee is occasionally required to sit and climb or balance. The employee must occasionally lift and/or move up to 50 pounds. Lifts concrete beams and cylinders. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts and risk of radiation. The noise level in the work environment is usually loud.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

### **Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.