### City of Mattoon, Illinois

**Job Description**

**Title:** Engineering Technician

# **Classification:** Non-exempt (eligible for OT)

**Compensation Range:** DOQ

POSITION SUMMARY:

This is skilled, technical position which will require knowledge in surveying, documentation, layout, developing and drafting various plan and detail sheets used for proposed construction, enforcing city codes, ordinances and inspecting and supervising construction and maintenance project work by independent contractors and city personnel pertaining to construction and maintenance projects. This position may require overtime to be worked as situations may require.

ESSENTIAL DUTIES:

Inspection of construction and maintenance projects.

Ensure conformance with contract specifications for materials, facilities, soil compaction and equipment; reject defective or sub-standard items and assures that all accepted items meet quantity and quality requirements in support of requests for interim payment.

Document contract quantities for progressive pay estimates.

Maintain records and data pertinent to project assignments.

Resolve a variety of field problems including those requiring minor changes in plans; prepare drawings and sketches for as-built plans.

Accountable for transferring data from field notes to plan sheets, developing cross-section and detail sheets and reviewing the drafting and computations performed by other staff members.

Field surveying for proposed projects, layout and construction inspection.

Computer aided drafting of engineering plans. This could be in using AutoCAD and / or MicroStation software.

Perform other related work as assigned.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of civil engineering principles, practices and techniques and the standard specifications used in public improvement construction projects.

Knowledge of inspection methods and techniques including soils, materials and equipment testing, and data collection and reporting.

Knowledge of mathematics, including basic trigonometric formulas, and ability to compute and check computations of others.

Knowledge of basic drafting methods and field techniques sufficient to accurately describe as-built installations.

Knowledge of computer mapping, preferably the ESRI suite of products.

Ability to interpret and create engineering drawings and specifications.

Ability to exercise sound judgment in making inspection decisions and in securing compliance with plans, specifications and other contractual obligations.

Ability to establish and maintain effective working relationships with engineering and contractor personnel, and the general public.

Ability to legibly and accurately annotate pertinent factual data relating to project inspection functions, and to prepare clear, concise reports.

Ability to perform tasks which require climbing, balancing, stooping, kneeling, crouching, and crawling.

QUALIFICATIONS:

A degree from an accredited two-year civil engineering technology program, or closely related field. Experience, particularly municipal engineering experience, is a plus.

NECESSARY SPECIAL REQUIREMENT:

Must possess and be able to maintain a valid Illinois Class D Driver’s License.

Must possess or be able to obtain and maintain an Illinois Department of Transportation Documentation of Quantities Certificate, PCC Level Certificate, and an HMA Level Certificate.