



CITY OF BROOKFIELD
invites applications for the position of:

CIVIL ENGINEERING TECHNICIAN (GIS)

SALARY: \$24.38 - \$33.92 Hourly

OPENING DATE: 11/03/17

CLOSING DATE: 11/26/17 11:59 PM

DESCRIPTION:

PURPOSE: The Engineering Technician performs paraprofessional level work with drafting/CADD, survey, and construction inspection. The incumbent is responsible for drafting construction/engineering documents using Auto CADD; inspection of Public Works construction projects to ensure quality construction; and the collection and processing of field survey data.

EXAMPLES OF DUTIES:

ESSENTIAL FUNCTIONS:

- Assists with ESRI GIS updating and utilization.
- Assists with permit and diggers hotline administration.
- Organizes and updates as-builts and other records.
- Assists City Engineer with address inventory, creation, and maintenance.
- Drafts construction plans and miscellaneous drawings as required.
- Assists engineers in design layout of projects and quality takeoffs.
- Serves as a civil design technician performing civil design utilizing AutoCAD Civil 3D.
- Utilizes computer office software to include Microsoft Office and Adobe.
- Competently operates survey instruments, including total station, data collector, theodolite level, and various hand tools.
- Competently gathers and displays survey data, including topological and design data.
- Performs survey work for various City departments as requested.
- Observes construction practices/techniques of contractors in public works projects.
- Maintains a daily record of all work performed, records measurements, and completes daily reports.
- Answers questions regarding location of properties, utility locations, etc. Acts as a liaison between the contractor, City staff and the general public. Responds or refers complaints.
- Promotes and maintains positive departmental public relations and image with customers, which include other City departments and staff, developers, contractors, engineers, property owners and the community in general.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans With Disabilities Act (ADA) of 1990.

TYPICAL QUALIFICATIONS:**REQUIREMENTS:****Engineering Technician II*:**

1. An associate degree in Civil Engineering Technology.
2. At least 4 years experience with construction plan reading, surveying, drafting, GIS or public works inspection.
3. Valid State of Wisconsin Driver's License.

Engineering Technician I*:

4. An associate degree as an Civil Engineering Technology.
5. At least 2 years experience with construction plan reading, surveying, drafting, GIS and public works inspection.
6. Valid State of Wisconsin Driver's License.

Equivalent combinations of training and experience will be considered.

SUPPLEMENTAL INFORMATION:**2017 SALARY RANGE:**

Engineering Technician II: \$29.66-\$33.92 per hour with excellent benefits.

Engineering Technician I: \$24.38-\$27.87 per hour with excellent benefits.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Human Resources reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.ci.brookfield.wi.us>

Position #2017-33
 CIVIL ENGINEERING TECHNICIAN (GIS)
 AH

City of Brookfield
 2000 N. Calhoun Rd.
 Brookfield, WI 53005
 262-787-3607

harvancik@ci.brookfield.wi.us

CIVIL ENGINEERING TECHNICIAN (GIS) Supplemental Questionnaire

- * 1. Do you have a degree in Civil Engineering Technology?
- Bachelor Degree in Civil Engineering
 - Associate Degree in Civil Engineering
 - Other Engineering Degree
 - No Degree
- * 2. Do you have at least 2 years experience with public works construction design and drafting?
- Yes
 - No
- * 3. Do you have at least 2 years experience with public works construction permit administration

assistance?

Yes

No

* 4. Do you have at least 2 years experience with public works construction GIS?

Yes

No

* 5. Do you have at least 2 years experience with public works construction survey?

Yes

No

* 6. Do you have at least 2 years experience with public works construction inspection?

Yes

No

* 7. Indicate which of the following areas of construction you have actual experience.

Sanitary Sewer

Storm Sewer

Water Distribution

Asphalt Paving

Concrete Construction

General Road Construction

Bridges

Buildings/Structures

Grading

Manhole Inspection

No Professional Work Experience

8. If you checked any of the areas above, indicate the number of months of experience and which employer your experience was gained in the space provided.

* 9. Please rate your proficiency level with Autodesk AutoCAD.

Very Proficient

Above Average Proficiency

Proficient

Willing to Learn

May Need Assistance

* 10. Please rate your proficiency level in working with ESRI-GIS mapping software.

Very Proficient

Above Average Proficiency

Proficient

Willing to Learn

May Need Assistance

* 11. Please rate your proficiency level in Microsoft Word.

Very Proficient

Above Average Proficiency

Proficient

May Need Assistance

Willing to Learn

* 12. Please rate your level of proficiency in Microsoft Excel.

Very Proficient

Above Average Proficiency

Proficient

May Need Assistance

Willing to Learn

- * 13. Do you have a valid State of Wisconsin Driver's License or the ability to obtain at the time of background investigation and maintain throughout employment?
 - Yes
 - No
- * 14. Please describe any other education, training or professional seminars you have successfully completed which may relate to this position. Be sure to include name of institution and dates.
- 15. Please add any information you would like us to consider regarding your candidacy for this important position.

* Required Question