

CITY OF HARRISONBURG
invites applications for the position of:
Engineering Technician

An Equal Opportunity Employer

SALARY:

<u>Hourly</u>	<u>Biweekly</u>	<u>Monthly</u>	<u>Annually</u>
\$16.27 - \$18.71	\$1,301.60 - \$1,496.80	\$2,820.13 - \$3,243.07	\$33,841.60 - \$38,916.80

OPENING DATE: 07/09/21

CLOSING DATE: Continuous

DESCRIPTION:



Are you seeking a rewarding career in a position that allows you to use your knowledge, skills, and abilities related to surveying, engineering, computer training, GIS, or AutoCAD? If so, apply to the City of Harrisonburg Department of Community Development's Engineering Technician opportunity!

The Engineering Technician is a full-time position with benefits and a preferred hiring range of \$16.27 - \$18.71 per hour (equivalent to \$33,841.60 - \$38,916.80 annually). Based upon years and type of experience, candidates with previous experience may be considered for a competitive offer higher than the preferred hiring range listed above. The ideal candidate for this position will be able to work under limited supervision while performing technical work in a variety of field and office engineering assistance tasks.

As the Engineering Technician, you will:

- Prepare, maintain, and update maps, records, and charts;
- Draft:
 - Maps and charts on automated drafting equipment;
 - Plats for street and utility locations, right-of-way acquisitions, and construction projects;
 - Plans, profiles, and cross-sections;
- Research deeds and other records of land ownership, easements, rights-of-way, and more;
- Input information into a computer system in both graphic and non-graphic format;
- Take messages, file documents, and drawings;
- Respond to routine questions and forward individuals to appropriate person for disposition;

- Assist contractors and citizens by providing engineering information and data;
- Establish addresses for city properties in coordination with emergency services.

Physical Requirements: This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, and determining the accuracy and thoroughness of work; the worker is subject to inside and outside environmental conditions

Minimum Requirements:

- Associate's/Technical degree with coursework in engineering or related field and minimal surveying, engineering, computer training, GIS, and AutoCAD experience, or an equivalent combination of education and experience.
- Valid driver's license.

The ideal candidate will have:

- General knowledge of surveying and civil engineering practices, procedures, and techniques;
- Skill in the use of specialized duplicating equipment, word processing, and computer assisted drafting techniques;
- Ability to:
 - Operate standard office, word processing, and data entry equipment;
 - Research land records;
 - Establish and maintain effective working relationships with associates.

The successful applicant for this position will be subject to a DMV record review and must complete a satisfactory drug screen and criminal background check.

To Apply: In order to be considered, all candidates must submit a complete a City of Harrisonburg online employment application, to include previous work experience and education history. **The first review of applications is expected to begin by July 19, 2021.** This position may close at any time after 10 calendar days. (posted 07/09/2021)

The City provides an excellent benefits package including health insurance, retirement (VRS & ICMA-RC), life insurance, paid leave and holidays.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status.

The City of Harrisonburg is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.harrisonburgva.gov/employment>

Job #5333 - (July 2021)
ENGINEERING TECHNICIAN
CM

OUR OFFICE IS LOCATED AT:
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