



HUMAN RESOURCES DEPARTMENT

City of Burlington

200 Church Street, Suite 102 Burlington, VT 05401

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Vermont Relay: call 7-1-1 or 800-253-0191

ENGINEERING TECHNICIAN PUBLIC WORKS DEPARTMENT

POSTING DATE: May 25, 2016

RATE OF PAY: \$20.5957/hr

EXEMPT/NON-EXEMPT: Non-Exempt

DEADLINE TO APPLY: June 30, 2016

POSITION STATUS: Limited Service Full Time

CLASSIFICATION GRADE: 15

UNION: Non-Union

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for assisting engineering staff in professional and administrative engineering work.

ESSENTIAL JOB FUNCTIONS:

- Assist staff engineers in developing engineering drawings/plans for construction.
- Assist staff engineers in the development of engineering specifications.
- Assist staff engineers in the development of project budgets.
- Provide survey support to projects.
- Perform field inspections of projects.
- Manage small projects in the field.
- Review traffic requests and prepare staff recommendations for the City Engineers review.
- Perform Traffic Engineering studies under the direction and guidance of an engineer (Traffic Signal Warrant Studies, Stop Control Warrant Studies, etc.).
- Place, install and maintain traffic counting equipment for the purpose of collecting traffic related volume and speed data.
- Draft/prepare traffic regulation amendments for the legal process.
- Attend public meetings representing the department.
- Assist with maintaining database/inventory of assets.

QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- Associate's Degree in Civil Engineering required and 2 (two) years of relevant experience required. Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- Demonstrated surveying experience required.
- Strong computer drafting skills (AutoCAD, etc.) required.
- Competent in developing plan sets making use of AutoCAD required.
- Construction and/or project management experience preferred.
- Ability to communicate effectively both orally and in writing required.
- Familiarity with computer programs, such as ArcGIS, spreadsheet and word processing, preferred.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

To Apply: Submit a cover letter, resume and City of Burlington Application to: Human Resources Department, 200 Church Street, Suite 102, Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR.

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.