

County of Grundy--Job Posting

Date of Posting: May 14, 2018
Applications Accepted Until: Posted until filed
Job Title: Civil Engineering Technician
Employee Status: Full-Time, 40 hours/wk, Exempt
Union Affiliation: N/A
Pay range: \$45,000-\$55,000



SUMMARY:

Responsible for preparing drawings and specifications for county and township road and bridge construction projects. Supervise and inspect construction of county and township road projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepare contract documents utilizing Word and Excel for county and township road and bridge construction projects.
- Inspect road and bridge work performed by contractors for compliance with plans and specifications.
- Measure constructed quantities, prepare pay estimates and necessary documentation as related to construction projects.
- Correspond with township highway commissioners and contractors in person and through letters and email.
- Reports directly to the County Engineer.

MINIMUM 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, skills, and abilities required.

- Minimum 2 year of construction/highway experience.
- Ability to use Microsoft Word, Excel, Outlook and Adobe.
- Valid Driver's License required.
- Have ability to add subtract, multiple and divide in units of measure, using whole numbers, common fractions, and decimals. Compute rate, ratio, percent and to draw and interpret bar graphs.
- Must speak and write in English fluently.
- Must have good communication skills with others both verbal and written.
- Able to work with elected officials, other public agency officials, and contractors.
- Handle administrating multiple projects at the same time.
- Willing to learn additional skills as required for the position.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to access problems involving several variables in standardized situations.

DESIRED QUALIFICATIONS:

1. Associates degree or equal in engineering or engineering related field.
2. 3+ years of construction/highway experience
3. IDOT or other local agency highway experience
4. Ability to read and interpret construction drawings
5. Ability to create construction drawings using AutoCad
6. Knowledge of typical road and bridge construction practices
7. Construction site layout experience

8. Knowledge of construction site safety
9. Basic understanding of IDOT design policies and standards
10. Other IDOT Certification – (concrete testing, bridge inspection, asphalt testing and/or inspection, etc.)

PHYSICAL DEMANDS:

- While performing the duties of this job, the employee is regularly required to be able to lift/carry up to 50 lbs. Must be able to sit and stand for extended periods of time. Must be able to reach with hands and arms, climb and balance, stoop, kneel, crouch, or crawl. Must be able to walk across rough terrain. Must be able to walk up and down steep slopes. Must be able to work outside in all weather conditions.

Any qualified applicant with a disability and requiring reasonable assistance or accommodation to the application and/or interview process should notify the HR Department.

TO APPLY: Candidates must meet the minimum requirements of the position in order to be considered.

Send resume and salary requirements to HR@grundyco.org with "Civil Engineering Technician" in the subject of the email, or mail to Grundy County Administration, 1320 Union Street, Morris, IL 60450.

No phone calls please.

Grundy County is an Equal Opportunity Employer and will give consideration to all qualified applicants for employment without regard to race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, marital status, sexual orientation, pregnancy, or unfavorable discharge from military service as those terms are defined in Section 1-103 of the Illinois Human Rights Act (775 ILCS 5/1-103).