

**VILLAGE OF ADDISON
ENGINEERING TECHNICIAN –
COMMUNITY DEVELOPMENT DEPARTMENT**

The Human Resources Division of the Village of Addison is accepting applications to fill one (1) vacancy in the at-will, FLSA non-exempt, full-time position of Engineering Technician in the Village of Addison Community Development Department. The primary responsibility of the Engineering Technician is to complete work of a technical nature, where good written and interpersonal skills are required. The Engineering Technician works 37.5 hours a week, generally 7.5 hours each day between 8 a.m. – 5 p.m., Monday – Friday. The Engineering Technician may be on call 24-hours a day for emergency inspections and is expected to work overtime in the necessary capacity to perform job duties. The Engineering Technician position is a higher level classification than that of the Community Development Inspector 1 employee, requiring engineering-specific work such as performing calculations, plan reviews, and inspections. The Engineering Technician will perform roadwork and utility quantity calculations, engineering-related plan reviews and inspections of site work on business, commercial, industrial, and residential properties to ensure compliance with all Village building, zoning, engineering, storm-water, floodway/floodplain, construction, and life safety codes. The Engineering Technician will be required to obtain job-related certifications, as directed by the Village, to gain certain necessary skills for the position. Work is of average difficulty and is reviewed for progress and conformance to established procedures by the Director of Community Development and/or his designee.

The Engineering Technician has the primary responsibilities listed below, but is not limited to them. The person hired in this position:

- Conducts plan reviews, issues permits and performs field inspections for compliance pertaining to engineering site improvements, including, but not limited to: demolition and earthmoving, roadwork, other paved surfaces, water, sanitary and storm-sewer construction, and storm-water management and water quality improvements.
- Investigates reported municipal, building, subdivision, engineering, storm-water, water quality, N.F.I.P, and zoning code violations; notifies violators or corrective actions required for compliance; conducts follow-up inspections and reports; makes court appearances as necessary.
- Meets and corresponds with residents, property owners and managers, contractors, developers, architects, engineers, planners and others regarding plans and permitting, assists in the applicant's preparation of site improvement permits, coordinates with outside consultants when necessary, and makes written reports of plan examinations and inspections together with notes on any action taken; also meets to answer questions about code-related and storm-water management situations and property violations.
- Counts traffic manually and/or installs and maintains automated traffic counting devices; downloads data, writes reports, and prepares and traffic studies.
- Collects field data via surveying in the field; gathers topography, locates property pins, property lines, and easements; lays out survey grades and stakes, and marks items in the field for removal and replacement on improvement projects.
- Reviews and updates water-main, sanitary-sewer, storm-sewer, detention/retention facilities, water quality improvements, wetlands, flood information, street lighting, and traffic signal atlases and databases to conform to "as-built" conditions.
- Assists staff engineers in preparation for bidding projects, reviewing plans, inspecting construction, documenting progress, and closing out of annual M.F.T roadwork, Village, and other projects.

- Assists staff engineers in updating Village Ordinances and Codes related to departmental activities to ensure that they reflect current municipal needs and policies; prepares proposed revisions and submits them for review.
- May maintain benchmark records by inputting and updating in a database or GIS, and assigning new file numbers as necessary.
- May prepare reports and recommendations related to permits issued and inspections made for yearly reports and assists in updating municipal codes.
- May prepare required ordinance, code, permit fees and form updates and/or revisions as directed; attends Development Review Committee meetings.
- May receive service requests and will need to investigate the complaints from the general public. Coordinates and enforces corrective measures including legal action as feasible, and communicates with the general public regarding complaint disposition. Provides said service to customers in a timely, professional and courteous manner.
- Performs duties in strict accordance with the Department/division SOP/safety manual and is expected to report any hazards and observed infractions immediately to their supervisor; may serve on departmental safety committee; makes certain that staff in the division are also performing duties in accordance with all Department/division SOP/safety manual regulations and policies.

All applicants should meet the following minimum requirements to be an eligible candidate for this position:

Possess a high school diploma or equivalent and a strong technical background with design and engineering site improvement review and inspection experience. Satisfactory completion of an associate degree, or bachelor degree, from an ABET accredited institution, and at least three (3) years of experience as a full-time plan examiner and/or inspector in site development is highly desired.

- Possession of Technology Transfer Training (I.D.O.T) certifications from T2 coursework, I.D.O.T Documentation Class Certificate, Topcon GPS Training, Certified Professional in Erosion and Sediment Control (C.P.E.S.C), and Certified Floodplain Manager (C.F.M) are a plus.
- After hire, the Engineering Technician may be required to acquire certifications or successfully complete other job-specific training in a time-frame as established by the Director.
- Possession of a valid Class 'D' Illinois Driver's License free from incidence that may result in license revocation or suspension.
- Ability to work beyond the normally scheduled work-day/work-week in order to accomplish job requirements.
- Ability to pass a personal interview, physical and drug screen when applicable.
- Experience and demeanor to successfully deal with the public, in person, in virtual meetings, and over the phone, on a very frequent basis, including the ability to handle irate, difficult and demanding customers with professionalism and courtesy preferred.
- Be able to skillfully and effectively communicate in written form via email, memos and letters.
- Successfully utilize MS Office, CityView, AutoCAD and Civil 3D, Topcon GPS, STARNeXt, Bluebeam Revu, LaserFiche, Acrobat, GIS, and Google Workspace.

ADA COMPLIANCE

Physical Skills and Abilities Required:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger or handle keyboards and paper, rolled or unrolled, and blue-prints; climb up or down a ladder, hill, stairs and uneven terrain; occasionally stoop, kneel or crouch at ground level, talk or hear on the phone or in person. The employee must be able to lift, push, pull and/or move equipment up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The employee must be available and present for work as scheduled; be available for call-out 24 hours a day, 7 days a week including holidays; and perform all functions of the job safely and efficiently at all times in compliance with all safety regulations and policies for the safety and welfare of the employee, co-workers, and the public. Must be able to attend and participate in job-related meetings, seminars, and continuous education courses. Must be able to pass psychological, physical and/or other examinations as required.

Work Environment Factors:

Ability to work under conditions that occasionally require exposure to environmental factors such as temperature and noise extremes, odors, toxic agents, wetness, electrical currents, moving parts, fumes, uneven surfaces, woods and brush, excavated soils, and traffic. This exposure may cause some discomfort and presents a risk of injury. The noise level in the work environment is usually moderate, but occasionally loud.

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks. Ability to recognize and prepare to work safely within the constraints of potential hazards.

Salary:

The annual salary range for the position is **\$76,265 - \$105,569**. The Engineering Technician will receive a very competitive benefit package and work, at a minimum, 37.5 hours per week.

Required test and screenings:

The candidate selection process consists of: a review of the candidate's past work experience/skills and a personal interview. Successful candidates must successfully pass all required screenings and tests administered, when applicable, in order to be a candidate for this position. However, passing all required screenings/tests and completing a personal interview does not guarantee hire by the Village, as the ultimate decision to hire anyone is at the sole discretion of the Village of Addison.

IMPORTANT NOTICE – SUBMISSION OF APPLICATION:

Applications can be obtained at the Village Hall either in the Administration Department, Room 2100, or downloaded from the Village's website at www.addisonadvantage.org. Applicants will be notified by letter of the test date for this position, where applicable. All completed applications must be directed to the Director of Human Resources/Risk Management, either via regular mail at 1 Friendship Plaza, Addison, Illinois 60101, emailed to voajobs@addison-il.org, or submitted personally to the Administration Department, Room 2100 of the Village Hall. Position open until filled. Also, applications submitted after the deadline will **NOT** be accepted. Only one (1) application per person, per testing cycle is accepted.

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION.

Equal Employment Opportunity:

Please refer to the Village of Addison website: www.Addisonadvantage.org, Division of Human Resources Section, to review a copy of the Village's policy on Equal Employment Opportunity.

IMPORTANT DISCLAIMER FOR POTENTIAL APPLICANTS:

Applicants with disabilities, who need accommodations in order to complete any portions of the application/test, should contact the Human Resources Division at 630-693-7504.

**** IMPORTANT - APPLICANTS PLEASE READ****

To avoid conflicts of interest and the appearance of favoritism or bias and to enhance supervision, security, and morale, the Village of Addison believes it advisable to prohibit the employment of relatives in a direct supervisory relationship or to prohibit having two (2) relatives employed in the same department/division. In addition, this policy bars the hiring or employment of an employee's relatives in any position that would:

- Have the potential for creating an adverse impact on work performance; or
- Create either an actual conflict of interest or the appearance of a conflict of interest, such as the relative having an auditing or control relationship to the employee's job.

“Relatives” (including blood/step/in-law/adopted/legal guardian) are defined as spouse, mother, father, sister, brother, child, uncle, aunt, grandparent, grandchild, or any individual with whom an employee has a close personal relationship, such as a domestic partner, co-habitant, or significant other. The same prohibitions apply to employees who marry, cohabit, or become related by marriage. The provisions of this policy are not limited to personal or familial relationships amongst supervisors, managers, and subordinates. The policy also includes personal and/or familial relationships between individuals working as peers in any department when such relationship actually disrupts the operation of the department or the Village.