

# Whiteside County Highway Department

## Position Available: Junior Engineering Technician

**Date of Posting:** January 3, 2019

**Applications Accepted Until:** Posted until filled

**Job Title:** Junior Engineering Technician

**Employee Status:** Full-Time, 40 Hours/wk, Union

**Union Affiliation:** Teamsters

**Pay range:** \$39,000-\$49,000

### **SUMMARY:**

Responsible for preparing drawings and specifications for county and township road and bridge construction and maintenance projects. Assist in supervising and inspecting construction of county and township road projects, surveying, and bridge inspections. Assist as needed with all functions carried out by the Highway Department.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Prepare contract documents utilizing computer software for county and township road and bridge construction and maintenance projects.
- Inspect road and bridge work performed by contractors or highway staff for compliance with plans and specifications.
- Assist with surveys.
- 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 years of construction/highway experience.
- Ability to competently use Microstation or AutoCAD, Microsoft Office, and Adobe.
- Valid Driver's License.
- 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 co-workers as part of a "team", 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 assess problems involving several variables in standardized situations.

### **DESIRED QUALIFICATIONS:**

- Associates degree in Engineering Technologies, Computer-Aided Drafting, or engineering related field.
- IDOT or other local agency highway experience
- Ability to read and interpret construction drawings
- Knowledge of typical road and bridge construction practices
- Construction site layout and survey experience
- Knowledge of construction site safety

- Basic understanding of IDOT design policies and standards
- Other IDOT Certification – (material testing, bridge inspections, Documentation, 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.

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

Send resume [rrenner@whiteside.org](mailto:rrenner@whiteside.org) with "Junior Engineering Technician" in the subject of the email, or mail to Whiteside County Highway Department, 18819 Lincoln Road, Morrison, IL 61270.

No phone calls please