



Englewood

Human
Resources

P.O. Box 228 • Englewood, N.J. 07631 • (201) 871-6660 • Fax (201) 541-5424

PLEASE POST

October 6, 2020

TO: All Interested Parties

FROM: Human Resources *DMT*

SUBJECT: Available Position – Engineering Technician

The City of Englewood is seeking an Engineering Technician in the Engineering Department. Candidate must possess a Bachelor's Degree in an accredited engineering curriculum in Civil Engineering or Civil Technology or an equivalent number of credits. Experience in engineering and/or construction, or NICET certification a plus. Must have a valid New Jersey State Driver's License and possess a reliable vehicle. This is a full-time position. Salary DOQ.

Send resume to:

City of Englewood

Human Resources

Attn: Daria Trumpet

2-10 N. Van Brunt St.

Englewood, NJ 07631

Or email at dtrumpet@cityofenglewood.org



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ENGINEERING TECHNICIAN

DEFINITION

Under the general direction of the City Engineer serves as a City Engineering Technician will assist inspections of public works construction projects for compliance with codes and specifications. City Engineer Technician must be willing to negotiate construction sites, work outdoors during all seasons; walk on graded and ungraded slopes; and step and jump over physical barriers to complete assignments. Performs related work as required.

EXAMPLES OF WORK

- Review construction plans, specifications, permits, and other plans affecting assigned projects.
- Participate in meetings to discuss construction details and resolve issues with contractors and other agencies.
- Conduct on-site inspections of construction materials, grade elevations, underground facilities, minor concrete structures, street light installations, traffic signal installations, traffic control devices, and erosion and sediment control installations to determine compliance with contract plans and specifications, and with city and other governmental regulations.
- Create field measurements.
- Assist in coordinating materials testing.
- Identify problems and monitor the correction of project deficiencies.
- Identify and recommend approval of necessary contract and/or plan adjustments to accommodate field conditions.
- Maintain daily diary and field records of material and quantities used.
- Calculate and recommend formal approval of appropriate progress payments to contractors for work completed.
- Investigate citizen complaints related to a variety of engineering issues.

QUALIFICATIONS

Education, Experience and Licenses

- Bachelor's Degree in an accredited engineering curriculum in Civil Engineering or Civil Technology or an equivalent number of credits.
- Some experience in engineering and/or construction or NICET certification a plus.
- Must hold a valid NJ driver's license and possess a reliable vehicle.

CITY ENGINEER
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Knowledge, Skills and Abilities

- Basic Knowledge of engineering fundamentals, including some or all of the following: construction materials and equipment, solid mechanics, fluid dynamics, structures, surveying and construction practices
- Knowledge of standard construction practices including specifications, methods, materials and equipment
- Knowledge of mathematics through plain geometry and trigonometry
- Knowledge of methods and techniques of materials testing; soil types and characteristics; and standard specifications.
- Ability to drive an automobile on paved and unpaved surfaces
- Ability to prepare field sketches.
- Ability to evaluate quality of construction and construction materials
- Ability to perform mathematical calculations through plain geometry and trigonometry
- Ability to read blueprints
- Ability to read public works construction and topography maps and grading plans
- Ability to communicate effectively with individuals from a variety of cultural and socio-economic backgrounds both orally and in writing; resolve inter-personal conflicts
- Ability to identify problems, evaluate alternatives and arrive at logical decisions
- Ability to read and interpret complex regulations and technical documents, including plans and specifications
- Ability to use computer programs such as Microsoft Office (word, excel, etc.)
- Must be able to negotiate construction sites, work outdoors during all seasons; walk on graded and ungraded slopes; and step and jump over physical barriers to complete assignments.
- Must be able to work on an independent basis subject to occasional review in progress through questions/problems and consultation with the supervisor.