



Protecting Lake Michigan & Our Waterways.

**North Shore Water
Reclamation District**

NOTICE

ENGINEERING TECHNICIAN

Collect data, locate utilities, perform survey work, prepare preliminary designs, plans and specifications, inspect construction work in progress at District facilities, and perform sewer permitting tasks.

Three to five years of related experience and Associate Degree in Civil Engineering Technology required. A valid driver's license is required.

North Shore Water Reclamation District
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Equal Opportunity Employer



Protecting Lake Michigan & Our Waterways.

North Shore Water Reclamation District

JOB DESCRIPTION

Title: Engineering Technician **Department:** Engineering Services

Job Purpose Statement: Perform duties to collect data, locate utilities, perform survey work, prepare preliminary designs, plans and specifications and inspect construction work in progress at District facilities, address Administration Building issues and maintenance and perform sewer permitting tasks.

Reporting Structure: Supervisor of Design and Construction and/or Project Manager

Essential Job Functions:

1. Review assigned tasks and scope with Supervisor or assigned Engineering staff.
2. Perform field surveys, take photographs and measurements, research existing drawings, specifications and files.
3. Prepare preliminary facility designs, plans and specifications, perform necessary engineering calculations and review with Supervisor or assigned Engineering staff.
4. Prepare final drawings, specifications and reports and submit to Supervisor or assigned Engineering staff.
5. Perform site utility locates utilizing existing drawings and records. Coordinate utility locates with District's utility locating contractor.
6. Inspect construction sites to ensure project meets contract requirements and prepare project progress reports.
7. Review contractor shop drawings and construction submittals to ensure conformance with project requirements.
8. Meet with contractor's field personnel to review and resolve construction issues.
9. Attend construction progress meetings to be aware of upcoming work and report on project progress.
10. Meet with Operations personnel to keep them informed of project progress and project schedule.
11. Inspect completed projects, prepare punchlists, take necessary measurements and update District records to reflect as-constructed conditions.
12. Perform regulatory inspections and complete required documentation.
13. Maintain and update District CAD files, GIS Database and other Engineering files and records.
14. Monitor, maintain and troubleshoot Administration Building mechanical systems and building assets.
15. Coordinate with vendors and District staff to address Administration Building issues and maintenance work.
16. Review and issue District sewer permits.
17. Maintain an inventory and order engineering supplies, and refer equipment for recalibration as required.

Physical and Visual Activities:

Physical and visual activities that are commonly associated† with the performance of the functions of this job.

Walking, Sitting Lifting, Carrying, Climbing, Balancing, Stooping, Kneeling, Crouching, Reaching, Handling, Fingering, Talking, Hearing, Acuity far, Acuity near, Depth Perception, Field of Vision, Accommodation, Color Vision.

Physical Demands:

Physical demands commonly associated† with the performance of the functions of this job.

Lift 1 lb up to 20 lbs up to 15% of the time. Typically carrying surveying equipment over topography and distance; height lifted would be typically to shoulders.

Environmental/Atmospheric Conditions:

Environmental and atmospheric conditions commonly associated† with the performance of the functions of this job.

Both indoor and outdoor conditions, noise, odors, wet, humid, vibration, and Usual Office Environment conditions.

Job Qualification Requirements

Knowledge: Equivalent of an Associate's Degree in Civil Engineering Technology preferred. Ability to produce engineering drawings utilizing CAD system, ability to update and produce maps utilizing Arcview GIS system, ability to perform engineering surveys, ability to perform basic engineering calculations, and familiarization with construction contracts and construction techniques to perform construction inspections on engineering projects.

Experience: 3-5 years preferred.

Machines, Tools, Equipment (Office and Industrial), Software: Proficiency in use of personal computers, surveying equipment, drafting equipment, scanning equipment, calculators, engineering tools, AutoCAD, ArcView GIS, Microsoft Office Suite.

Licenses/Certifications: Employees in this position shall be required to be legally authorized to operate a motor vehicle for work-related purposes in the State of Illinois.

Other: Building Maintenance experience is helpful, but not required.