



City of Naperville
Employment Opportunity

Job Title:	Engineering Technician (7001)
Closing Date:	When Filled
Salary:	\$29.9552 to \$32.9507 per hour
Job Type:	<input type="text"/>
Location:	<input type="text"/> Naperville, Illinois
Department:	<input type="text"/>

Job Description:

The City of Naperville seeks an Engineering Technician to perform a variety of technical, analytical, and administrative tasks to support projects and programs in the engineering division and operational sections.

The anticipated hiring range for this position is \$29.9552 to \$32.9507 per hour, commensurate with credentials and experience. The Pay Grade for this position is N225. For additional information, please [click here](#).

Responsibilities:

- Conducts field surveys using various tools and methods to collect and record data; uses data to perform engineering calculations.
- Investigates and responds to inquiries and requests from the general public, in writing and on the phone, regarding engineering projects and programs.
- Prepares and maintains files of maps, plans, contracts, engineering studies, recommendations and reports.
- Enters and maintains data in electronic files, including GIS data.
- Reviews documents submitted by vendors, clients and permit applicants for completeness and accuracy and alerts supervisor to discrepancies.
- Prepares engineering drawings, manually or using CAD applications.
- May prepare basic work orders and cost estimates.
- May assist in performing site inspections to ensure contract compliance.
- Performs all other duties as assigned.

Qualifications:

Required:

- Two years of related college or post-high school vocational education.
- One to three years of experience in a related field.
- Equivalent combinations of education and experience may be substituted.
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Preferred:

- Associate's Degree in a related field.

Additional Information:

The City of Naperville, Illinois is a dynamic community of 153,000 residents, conveniently located 28 miles west of Chicago. Various publications have named Naperville as one of the best cities in the United States in which to live. The City has gained national recognition for our family-friendly environment, excellent schools and library system, low crime rate, and vibrant downtown area. It's also a great place to work! Our municipal government employs over 900 dedicated individuals in a wide range of job categories and provides a collaborative working environment, a forward-looking leadership team, and a competitive benefits package.

[Click here](#) to learn more about the benefits offered by the City of Naperville.

APPLY ON-LINE AT <http://www.naperville.il.us/careers/>

Applications should be completed thoroughly, and resumes will not be accepted in lieu of an application but should be attached to the application. Include all requested education, experience, attachments, and other information when applying. Incomplete applications are subject to rejection. Notifications to applicants will be sent electronically to the email address provided in the application.

THE CITY OF NAPERVILLE IS AN E. O. E. [CLICK HERE](#) for the City of Naperville's EEOP Utilization Report

The City of Naperville complies with the Americans with Disabilities Act (ADA). Individuals needing accommodations in

the recruitment process should notify Human Resources in advance at (630) 305-7066.