

MARCIA A. LECLERC  
MAYOR

# TOWN OF EAST HARTFORD

740 Main Street

East Hartford, Connecticut 06108



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DEPARTMENT OF  
HUMAN RESOURCES

[www.easthartfordct.gov](http://www.easthartfordct.gov)

January 31, 2017

**EMPLOYMENT OPPORTUNITY**  
**CSEA INC/SEIU, LOCAL 2001**

**ENGINEERING TECHNICIAN IV**  
**ENGINEERING DIVISION**  
**GRADE 10**

There is an anticipated vacancy for the position of Engineering Technician IV in the Engineering Division of the Public Works Department.

Any member of the CSEA INC/SEIU, Local 2001 Bargaining Unit interested in this position should complete the attached Application for Review of Qualifications. Completed application must be returned to the Human Resources Department by 4:30 p.m. February 8, 2017.

Attachments: Job Description and  
Application for Review of Qualifications

**Please post immediately 1/31/17**

**Remove: 2/8/17**

Town of East Hartford

Grade: 10

Title: Engineering Technician IV

Date: 2/2/93

Department: Public Works

**Position Definition:** Under the general direction of the Town Engineer; has the responsibility of performing lead technical work in design, construction, and inspection of municipal public works projects. Performs research and drafting work. Provides information on departmental systems and policies to contractors, consulting engineers, and public.

**Essential Job Functions:** Determines priority of work tasks. Allocates work to subordinates. Provides lead technical assistance in the preparation of plans, specifications, designs, and cost estimates for public works projects in an efficient and timely fashion. Performs complex mathematical computations in survey, design, and estimating work. Responsible for the administration of files and indexes of engineering maps, records, and easements. Reviews subdivision plans and building site plans for conformance with pertinent rules and regulations. Serves as chief of survey party as needed using established surveying procedures in performing public works projects, construction, and land survey work. Responsible for care and maintenance of survey instruments and equipment. Performs inspections for subdivision, road construction, existing facilities, and Town contracted public works projects for conformity to design, materials and schedule specifications. Makes field determination of unanticipated construction obstacles and recommends modifications to plans and related costs. Evaluates the results of various tests including, but not limited to, soils, systems, and materials to assure compliance with applicable standards. Drafts property and construction maps from current and previous field notes, maps, deeds, and related information. Prepares sketches, maps, and reports. Reports work accomplished to Town Engineer.

**Additional Job Functions:** Draws and indexes maps, charts, graphs and other illustrated materials for various departments and town publications. Evaluates any plan changes and prepares recommendations on changes to Town Engineer for action by the Planning and Zoning Commission. Assists public by providing information and technical assistance.

**Knowledge, Skills and Abilities:** Knowledge of and ability to apply civil engineering and land surveying principles and practices. Ability to apply the principles of construction inspection to solve practical field problems. Ability to operate calculating, surveying equipment, drafting and other engineering equipment. Ability to give clear, concise written and oral instructions and work effectively with staff, superiors and the general public. Ability to interpret plans specifications and a variety of instructions furnished in written, oral, diagrammatic or schedule form.

**Physical and Mental Effort and Environmental Conditions:** Ability to access and reach difficult places and varied terrain for inspection purposes. Ability to move property line monuments, bulk survey stakes and similar materials. Ability to work occasionally in poor weather conditions including heat, cold, rain, or snow.

**Job Qualifications and Licensing Requirements:** Associate's Degree in Civil Engineering or a closely related field, and three years experience in the field of construction inspection or engineering technical work. (Note: work experience which includes land survey crew experience and experience in engineering design and preparing cost estimates may be substituted for the educational requirement on a year-for-year basis.)



# TOWN OF EAST HARTFORD

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 East Hartford, Connecticut 06108  
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Phone  
 (860) 291-7220

## APPLICATION FOR REVIEW OF QUALIFICATIONS

POSITION APPLIED FOR	DEPARTMENT	
APPLICANT'S NAME (LAST, FIRST, MIDDLE)		
STREET ADDRESS	CITY/TOWN	STATE/ZIP
TELEPHONE NUMBER (HOME)	TELEPHONE NUMBER (WORK/CONTACT)	
PRESENT JOB TITLE	LENGTH OF TIME IN POSITION	

### EDUCATION

List all colleges, business schools or technical schools you attended in chronological order, most recent listed first:

School	Address	Course/Major	Degree/Certificate

Other training or professional licenses, special courses, work training programs, or armed forces training. Give name and location where training was given, certificate, if any, dates attended, subject of training, number of hours weekly, and other details related to the job for which you are applying. List any office equipment you can operate or any licenses or state certification you have that would be relevant to the position applied for (attach a separate sheet if necessary):

I certify that the statements made by me on this application are true, complete and correct to the best of my knowledge. I understand that any falsification of facts will subject me to disqualification or dismissal.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>TO BE COMPLETED BY    HUMAN RESOURCES DEPARTMENT</b>	DATE OF HIRE	
	SENIORITY DATE	
	GRADE/STEP	

Name of Employer		Job Title	
Address		City	State
Zip Code			
<b>Dates of Employment:</b> From _____ to _____ month                      year To        _____ to _____ month                      year		Name and Title of Supervisor Telephone Number	
		Description of duties, responsibilities, and significant accomplishments:	
# Hrs. Worked Weekly		Reason For Leaving	

Name of Employer		Job Title	
Address		City	State
Zip Code			
<b>Dates of Employment:</b> From _____ to _____ month                      year To        _____ to _____ month                      year		Name and Title of Supervisor Telephone Number	
		Description of duties, responsibilities, and significant accomplishments:	
# Hrs. Worked Weekly		Reason For Leaving	

Name of Employer		Job Title	
Address		City	State
Zip Code			
<b>Dates of Employment:</b> From _____ to _____ month                      year To        _____ to _____ month                      year		Name and Title of Supervisor Telephone Number	
		Description of duties, responsibilities, and significant accomplishments:	
# Hrs. Worked Weekly		Reason For Leaving	