

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)

October 25, 2016

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

**ENGINEERING TECHNICIAN III**  
**ENGINEERING DIVISION**  
**GRADE 8**

There is a vacancy for the position of Engineering Technician III 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. November 3, 2016.

Attachments: Job Description and  
Application for Review of Qualifications

**Please post immediately: 10/26/16**

**Remove: 11/3/16**

Town of East Hartford

Grade : 3

Title: Engineering Technician III

Date:

JUL 01 1987

Department: Public Works

**Position Definition:**

Performs research and drafting work for mapping and construction of municipal public works projects; and provides technical assistance in design, construction, and inspection. Provides information on departmental systems and policies to contractors, consulting engineers, and the general public.

**General Duties:**

Receives oral instructions or work order from supervisor. Provides technical assistance in the preparation of plans, specifications, designs, and cost estimates for public works projects. Performs moderately complex mathematical computations in survey, design, and estimating work. Provides information to consultant engineers, contractors, developers, and the general public concerning utilities, public works projects, policies, and fees. Maintains files and indexes of departmental engineering maps, records, and easements. Reviews subdivision plans and building site plans for conformance with pertinent rules and regulations. Serves as chief of party or transitperson, using established surveying procedures, in performing public works and construction and land survey work. Responsible for care and maintenance of survey instruments and equipment. Performs public works construction inspections for subdivisions, road construction and town contracted public works projects. Inspects public works projects in progress for conformity to design, materials and schedule specifications. Drafts original and updated property and construction maps from current and previous field notes, maps, deeds, and related information. Prepares sketches, maps, and reports. Works closely with contractors performing work on public works construction projects, under the general direction of the Town Engineer. Performs administrative and field work as directed by supervisor. Reports work accomplished to supervisor.

**Additional Duties:**

Draws and indexes maps, charts, graphs and related materials for various departments. Prepares charts, graphs and other illustrative materials from rough drafts, for various town publications. Performs field survey work as needed. Operates copying and blueprint machines.

**Supervised By:**

Receives general supervision from the Town Engineer and Assistant Town Engineer.

**Qualifications Profile:**

The skills and knowledge required would generally be acquired with an Associate's Degree in drafting, civil engineering or a closely related field, and two years experience in the field of engineering drafting or engineering technician work. (Note: Work experience which includes responsible drafting, land survey crew experience, and experience preparing cost estimates may be substituted for the educational requirement on a year for year basis.) Working knowledge of civil engineering principles and practices. Ability to use drafting equipment. Ability to operate calculating and surveying equipment. Ability to deal with the public in a courteous and efficient manner. Ability to lift and carry weights of from 15 to 25 pounds. Ability to work occasionally in in poor weather conditions including heat, cold, rain or snow.

**License or Certificate:**

Connecticut Motor Vehicle Operator's License. Land Surveyor license desirable.

Note: The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.



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 East Hartford, Connecticut 06108  
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Phone  
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## 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	