



DETROIT WATER AND SEWERAGE DEPARTMENT

JOB POSTING

735 Randolph - Suite 2000
DETROIT, MI 48226

OPEN COMPETITIVE

Please read entire document before starting your application

Job Category: Technician
Title: Engineer Technician
Minimum Salary: \$23,849
Open Date: May 8, 2015

Recruitment Unit: Water Supply Operations
Vacancies: 3
Maximum Salary: \$58,741
Close Date: Open Until Filled

GENERAL SUMMARY:

The Engineering Technician works in a team environment to provide research from various engineering units and outside agencies for the preparation of engineering design drawings, detail drawings, maps, graphs, and as-built plans and any other drawings and information for the purpose of record keeping and development of engineering plans.

REQUIRED EDUCATION AND EXPERIENCE (position requirements at entry)

- High School Diploma or GED with successful completion of courses in algebra, geometry and trigonometry.
- Completion of advanced training with coursework applicable to engineering or engineering technology work.
- Associate's degree in design or engineering technology is preferred.
- Two (2) years of experience in technical work that includes CADD operation for engineering, planning or mapping projects, technical project coordination, or other technical work involving the application of the principles, methods and techniques of engineering technology preferred.

ESSENTIAL JOB FUNCTIONS

(Illustrative only, may not include all of the duties listed nor do the listed examples include all of the tasks)

- Provide research from various engineering units and outside agencies for the preparation of engineering design drawings.
- Review, create and modify complex CADD drawings, maps, graphs for GIS input.
- Search reference materials and engineering office files and compile information from other departments for use in development of various drawings such as but not limited to: engineering design drawings, detail drawings, maps, graphs, as-built plans.
- Conduct inspections.
- Assist with contract management.
- Assist management with engineering reports and other correspondence.
- Follow safety policies and procedures in carrying out duties.
- Provide on the job training.

RELATED JOB FUNCTIONS:

- Create reproductions of maps, charts and drawings.
- Perform related work duties as assigned

SUPERVISION EXERCISED:

The Engineering Technician – Level 3 may be required to perform team coordination activities within the functional unit.



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KNOWLEDGE OF:

- Engineering principles and best practices
- CADD systems operation and application software
- Application of drafting theory to a wide variety of drafting operations
- Basic Geographic Information Systems

SKILL TO:

- Analyze and interpret maps, graphs, and drawings
- Use advanced technology

ABILITY TO:

- Prepare a variety of drafting, graphic and pictorial materials
- Adapt or devise methods of presentation, to resolve drafting problems
- Accurately maintain detailed records
- Understand and follow verbal and written instructions
- Establish and maintain effective working relationships with others
- Communicate frequently with the team about process, equipment or potential problems
- Direct team activities or to work as a team member
- Communicate effectively, both verbally and in writing
- Maintain regular and reliable attendance

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

This position requires extensive computer use and extended time seated in meetings.

Environmental Working Requirements:

Work may be performed in plant or office environment. The noise level in this work environment is usually loud. Fieldwork involves exposure to a variety of industrial plant processes and construction sites.

Other Requirements

- Valid Michigan Driver's License
- Ability to work irregular hours, to commute to DWSD facilities and work sites

Comments

The Detroit Water and Sewerage Department is an Equal Opportunity Employer.

This title is a non-Civil Service and at-will position. The organization may in its sole discretion fill this position on a full-time or part-time basis. The organization may in its sole discretion utilize a contract of employment, "direct hire", or other process to fill the Position within this Title. Incumbency in a position within this title does not create a property right or expectation for the incumbent. The presence of this title or the position within this title does not in any way restrict the organization's sole discretion to utilize independent contractors or other means to provide for the performance of this work.

Please Note: Employment with the Detroit Water and Sewerage Department has been set apart from the established employment processes of the City of Detroit.



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THE WAY WE WORK

The Employees of DWSD....

- Work and accept responsibility to search for, create and execute new and innovative approaches to improve the performance of DWSD's services and objectives
- Assist external and internal customers to serve their needs and take responsibility for continuously improving customer service
- Foster meaningful interaction among people through the exchange of information to produce understanding
- Continuously develop and use effective strategies and interpersonal styles to engage and guide others towards the accomplishment of identified objectives and goals in the best interest of the City and community
- Consistently work toward the common good of the organization and encourage others to do the same
- Conduct themselves at all times in a professionally appropriate and respectful manner in accordance with the DWSD Common Behaviors
- Apply the proper safety/security practices according to established protocols, guidelines and policies

Please submit an employment application, letter of interest and resume for this position to:

**Detroit Water & Sewerage Department
Attn: Karen Darty, Human Resources Generalist
735 Randolph, Suite 2001, Detroit, MI 48226**

The Employment Application can be found on DWSD's Website:

http://www.dwsd.org/pages_n/careers.html