

January 11, 2012

Dear Concerned Community Official:

The City of Xenia is accepting applications (resume & cover letter) for the **Civil Service** position of:

**Engineer Technician**

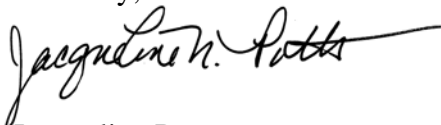
In light of your interest in community affairs, we are soliciting your help and welcome your assistance in recruiting minority applicants for this Civil Service position. Attached is a copy of the "Examination Announcement" with application filing requirements.

Resumes and cover letters will be accepted beginning **January 11, 2012** at the City Hall Reception Desk, 101 N. Detroit Street, Xenia, Ohio, or on our website at [www.ci.xenia.oh.us](http://www.ci.xenia.oh.us) (click "Employment Opportunities").

Completed applications must be received by the City of Xenia Human Resources Department no later than **Tuesday, January 24, 2012**.

We look forward to working with you. If you or any potential applicants have any questions, please contact me at 376-7273.

Sincerely,



Jacqueline Potter  
Human Resources Director

See attached job description:



# CITY OF XENIA

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## POSITION DESCRIPTION

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|------------------------|-----------------------------|--|---------------------|
| <b>Employee Name:</b>  |                             | <b>Position Title:</b>                   | Engineer Technician |
| <b>Dept./Div.:</b>     | Engineering                 | <b>Employment Status:</b>                | Full-time           |
| <b>Reports to:</b>     | City Engineer               | <b>FLSA Status:</b>                      | Non-exempt          |
| <b>Normal Hours:</b>   | 8:00 am – 5:00 pm           | <b>EEO Status:</b>                       | C – Technician      |
| <b>Classification:</b> | Classified: Non-Competitive | <b>DOT: (closest applicable number):</b> | 005.261-014         |

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### **QUALIFICATIONS:** An example of acceptable qualifications:

Completion of secondary education, or equivalent; associate's degree from an Accreditation Board for Engineering and Technology (ABET) accredited institution in Civil Engineering Technology or related field, and minimum of three (3) years site construction experience; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities; Ohio EPA Class 1 Wastewater Collection Systems and Water Distribution Systems licensure preferred. Must have computer skills with functional use of standard Microsoft applications, e-mail and the internet. Must have functional knowledge of AUTOCAD and ArcView.

### **LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must possess a valid Ohio Commercial Driver's License and remain insurable under the City's vehicle insurance policy. Ability to obtain future licensure requirements as deemed necessary.

Licensures must be maintained over the course of employment as a condition of employment within this classification.

### **EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive:

Personal computer, printer, copier, fax machine, and other standard business office equipment, motor vehicle, engineering hand tools.

### **INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; works in an area in which means of egress is or can be obstructed; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; exposed to possible injury from extremely noisy conditions above 85db; exposed to possible injury from radiation, hazardous gases, chemicals, flammables, air contaminants, hazardous waste, unclean or unsanitary conditions, electrical shock; exposed to possible injury from explosions and/or falling from high places; uses or works in proximity to the use of firearms; works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to

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fire, hot cold, wet, humid, or windy weather conditions; exposure to hazardous driving conditions; occasionally lifts objects 20 lbs or less; occasionally carries objects 20 lbs or less; occasionally pushes objects 20 lbs or less; occasionally pulls objects 20 lbs or less.

**JOB DESCRIPTION AND WORKER CHARACTERISTICS:**  
JOB DUTIES in order of importance

**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101:

Prepares drawings and specifications of water, sanitary sewer, storm sewer, and roadway engineering projects.

Manages the computer filing system for AUTOCAD and manual drawing files and updates and maintains the City's mapping system.

Completes administrative review of all project bid documents, contracts and contractor submittals for compliance with City rules and regulations.

Performs construction inspection for infrastructure improvements that include water, sanitary sewer, storm sewer, and roadway projects.

Performs basic land surveying techniques and assists in the collection of data and legal searches.

Develops plans and estimates costs for installation of systems, utilization of facilities and construction of structures.

Reports maintenance problems occurring at the project site to the supervisor as needed.

Prepares maintains reports and documents on project activities, data and inspections.

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Must work in harmony with others and have good public relation skills, including the ability to establish and maintain effective working relationships with fellow staff, other departments, the public, elected officials, citizens and businesses.

Contacts vendors, citizens, attorneys, police and fire departments, and government agencies, in order to obtain or disseminate information related to the essential position functions (through memos, meetings, etc.); responds timely to citizen complaints, phone inquiries and concerns and makes reasonable attempts to answer questions and correct problems.

Supports the Public Service Department and City safety teams to ensure the safety of employees by assisting with safety and job hazard evaluations and evaluating safety concerns; adheres to safe work practices; attends all required safety training and may have to conduct various safety evaluations and training.

Demonstrates regular and predictable attendance.

### **OTHER DUTIES AND RESPONSIBILITIES:**

Performs other related duties as assigned.

### **MINIMUM ACCEPTABLE CHARACTERISTICS:**

Knowledge of: civil engineering; hydraulics; mechanical diagrams; surveying techniques; water hydraulics; Ohio Basic Building Code; structural design principles; Ohio zoning/building code; mechanics principles; geographic layout of jurisdiction; government structure and process; PE certification/ licensure requirements; department goals and objectives;\* department polices and procedures;\* electrical principles; water treatment regulations; wastewater treatment regulations; general construction, maintenance, and repair; water distribution systems construction, maintenance, and repair; Automated Mapping and Information Management Systems; water distribution principles and practices; sewer construction, maintenance, and repair; federal, state, and local laws; records management; supervisory principles and practices; local geographical area.

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Skilled in: word processing; computer operation; use of modern office equipment; motor vehicle operation; use of bench and/or hand tools; ArcView.

Ability to: carry out instructions in written, oral, or picture form; interpret extensive variety of technical material in books, journals, and manuals; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; determine material and equipment needs; calculate fractions; decimals, and percentages; prepare routine correspondence; prepare accurate documentation; prepare maps, charts, graphs, or plans; compile and prepare reports; write instructions and specifications; respond to routine inquiries from public and/or officials; communicate effectively; recognize safety warnings; comprehend and/or discuss highly abstract materials; understand a variety of written and/or verbal communications; read blueprints; maintain records according to established procedures; answer routine telephone inquires; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; resolve complaints; travel to and gain access to work site.

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(Signature of Agency Representative)

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(Date)

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(Signature of Employee)

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(Date)