

# City of Ithaca

## Office of Human Resources / Civil Service

108 E. Green St. - Ithaca, NY - 14850

Phone: (607) 274-6539 / Fax: (607) 274-6574 / E-mail: [hrdept@cityofithaca.org](mailto:hrdept@cityofithaca.org)

### JOB APPLICATIONS WANTED

**TITLE:** Seasonal Engineering Technician

**LOCATION:** Engineering Division

**SALARY:** \$23 - \$30/hour

**The City of Ithaca values diverse perspectives and life experiences. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ+, veterans, people with disabilities, and those with lived experiences.**

**POSITION DESCRIPTION:** The work involves responsibility for coordinating the various aspects of engineering projects to ensure that all specifications are met, all applicable regulations and codes are adhered to, and that projects are properly completed on a timely, cost effective basis. The incumbent works in the field, performing technical engineering work in connection with on-going inspections of job sites, as well as in the office developing cost estimates, schematics, preliminary project drawings and project specifications. The incumbent also acts as a liaison with contractors, consultants, public utilities, and property owners regarding projects. This position differs from that of an Assistant Civil Engineer by virtue of the fact that an Engineering Technician performs technical work rather than professional engineering tasks. The work is performed under direct supervision of a higher level Engineer in accordance with standard engineering principles, practices and techniques. Does related work as required.

**QUALIFICATIONS BEING SOUGHT:**

1. Preference may be given to candidates with AutoCAD experience, especially experience with Civil 3D.
2. Preference may be given to candidates with field survey experience, especially experience using a Total Station .
3. Preference may be given to candidates with backgrounds in civil or transportation engineering.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in construction technology, engineering technology or related field; or
- B. Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time paid experience, or its part-time paid equivalent, performing technical engineering tasks such as design, drafting, surveying or inspecting highways, buildings or bridges; or
- C. An equivalent combination of training and experience as defined by the limits of (a) and (b).

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**SPECIAL REQUIREMENT:** Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.

**APPLICATION MATERIALS REQUIRED:**

- City of Ithaca application
- Copy of driver license
- Copy of high school and college transcripts

Applications must be received by the City of Ithaca Human Resources Department no later than 4:30 PM EST on the last filing date indicated below. Postmarks are not accepted. All applications must be submitted electronically through our online application program. We do not accept paper applications, faxed applications, e-mailed applications or photocopies of applications.

Submit required application materials by December 22, 2020:

City of Ithaca  
Human Resources Department  
108 East Green Street  
Ithaca, NY 14850  
(607) 274-6539



Web site: <https://ithaca-portal.mycivilservice.com>

The City of Ithaca is committed to Equity and Inclusion. We encourage those with similar values to apply.

Issued: November 30, 2020