



## POSITION ANNOUNCEMENT

### ENGINEERING ASSISTANT I

The Village of Wilmette is seeking to fill the Engineering Assistant I position in the Engineering Department. This position reports to the Director of Engineering.

#### General Responsibilities:

The individual in this position will be responsible for a variety of semi-skilled and skilled tasks related to the review, tracking, approval and inspection of construction permits. This position will assist the Engineering Department in the planning, design and inspection of public improvement programs to include streets, sidewalks, sewers, water services and landscape projects. This position is also responsible for providing administrative support such as responding to citizen inquiries and complaints, and various operations and activities of the Engineering Department as required.

#### Position Requirements:

The successful candidate will be a high school graduate, and have at least two years of college education in a pre-engineering curriculum or a high school graduate with four to six years of practical experience in related civil engineering or construction work.

Essential position requirements include excellent communication and organizational skills, be detail oriented, possess the ability to handle multiple and simultaneous projects and be able to develop positive working relationships with co-workers. Ideal candidate should be able to work in a fast paced environment, and be prepared to work significant amounts of time inside and outside. Ideal candidate must have a working knowledge of engineering principals, equipment utilization for surveying, map reading and data collection skills along with fluent computer skills. Knowledge of CAD is preferred. Also, possess a valid State of Illinois driver's license.

#### Starting Salary:

The salary range for this position is \$68,257 - \$89,923 with starting salary DOQ. The Village provides an excellent benefits package, including health insurance, dental and vision insurance, and participation in IMRF.

#### Selection Process:

Candidate should be prepared to take a written exam related to tasks that may be encountered on the job, physical evaluation, including a drug and alcohol screening, undergo a thorough background investigation and driver's license

records check. Interested candidates should complete an employment application which may be downloaded from the Village's website, [www.wilmette.com](http://www.wilmette.com) and submit it along with a cover letter to the Village Manger's Office, Attn: Human Resources 1200 Wilmette Avenue, Wilmette, IL 60091 or sent via email to [HumanResources@wilmette.com](mailto:HumanResources@wilmette.com).

The position will remain open until filled.

The Village of Wilmette is an EOE employer