



City of Joliet

Human Resources
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employment@joliet.gov

EMPLOYMENT OPPORTUNITIES

JOB POSTING # 11-25
POSTED: 06/30/2025
EXPIRATION: Until Filled
TITLE: Engineering Aide I (Position Code #2080)
SALARY: This role's initial salary is \$54,083
Full Salary Range for this position is \$54,083 - \$100,670
(More information can be found on the last page of this document)
DEPARTMENT: PUBLIC WORKS and PUBLIC UTILITIES
DIVISION: ENGINEERING

GENERAL PURPOSE

Performs a variety of skilled sub-professional engineering work in the office and in the field; does related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Creates engineering drawings on the computer with a working knowledge of AutoCAD, ArcGIS Pro, ArcGIS and Windows operating system, Microsoft Office, Civil 3D software, networking skills and modern land surveying techniques;
Prepares drawings of utilities on overlays, showing locations and dimensions of water mains, hydrants, valves, sanitary sewers, manholes,, storm sewers, catch basins and other City facilities;
Prepares clear and practical maps of existing water and sewer systems for water construction studies adding new or improved mains or facilities as they are constructed;
Prepares plats of property, water and sewer easements, road rights-of-way and topography relating to water and sewer installations;
Prepares special graphs, charts and tables in form suitable for reproduction;
Prepares plan, profile and layout drawings of water and sanitary sewer mains and appurtenances for construction from field notes, sketches or verbal instructions;
Cuts brush and small trees to clear the line for instrument sighting and measures distances;
Marks stakes to indicate property stationing, line and grade;
Operates survey equipment to establish lines for surveys;
Collects field data by use of a GPS receiver and data collector;
Computes and turns deflection angles and curves, and figures distances to points along curves;
Establishes survey center line and sets points in staking out streets, roadways, bridges and culverts;
Traverses drainage areas with survey equipment, determines size of area and recommends size and type of drainage structure needed;
Serves as the City's Liaison to the public for Public Utilities / Public Works Projects;
Prepares drawings for records after construction from field notes;

Researches files and court records for information relating to deeds, property owners, existing water and sewer mains and other facilities;
Plots survey notes to scale showing alignment, topography and profile;

Keeps zoning and other maps up to date, recording correct subdivision and street names and other information;
Completes Inspector's Daily Reports and quantity calculations for City Construction projects;
Operates survey equipment to establish elevation along center line of survey to set grade stakes, benchmarks and other points of elevation for surveys;
Records level, cross-section and other notes in field book, and makes simple computations for standard level notes;
Locates old reference points and establishes new ones;
Participates in on-site inspections of subdivisions and commercial/industrial site plans for acceptance of public improvements;
Investigates complaints of construction defects and prepares reports of findings;
Makes inspections of the construction of streets, sewers, and other facilities for compliance with City standards;
Makes traffic counts and supervises traffic marking crews.
Performs other related duties as required.

MINIMUM REQUIREMENTS/QUALIFICATIONS

Education and Experience:

Completion of a high school education or GED equivalent;
Two years coursework in engineering drawing, surveying, or GIS at college level and two years work experience or Associates Degree in Surveying / CAD / Construction Management / GIS;
Some experience in general construction work;
Any equivalent combination of experience and training which provides the required knowledge, skills and ability.

Necessary Knowledge, Skills and Abilities:

Working knowledge of AutoCAD, ArcGIS suite, and Windows operating systems;
Working knowledge of Microsoft Office, ArcGIS Pro, Civil 3D software and networking skills;
Working knowledge of construction of public infrastructure;
Good knowledge of elementary mathematics;
Sufficient knowledge of sub-professional engineering practices, field survey and drafting techniques;
Ability to supervise and direct the work of subordinate personnel;
Ability to read and interpret blueprints;
Skill in the use of drafting instruments and calculators;
Ability to prepare drawings from field notes and plats of records;
Ability to carry out duties and follow complex oral and written instruction with little supervision;
Willingness and aptitude for sub-professional engineering work;
Mental alertness;
Ability to make routine inspection of public works and public utilities projects;
Thoroughness and dependability;
Some experience in practical engineering work at the level of Engineering Aide I;
Skills in communication and interpersonal skills to professionally and respectfully interact with coworkers, managers, the public, and government officials to exchange or convey information, both orally and in writing;
Ability to establish and maintain an effective working relationship with employees, other departments and the public;
Ability to work outdoors under adverse conditions.

SPECIAL REQUIREMENTS

Valid State of Illinois Class D Driver's License;

Must reside within the City of Joliet and/or reside within the City of Joliet within eighteen (18) months from the date of hire if the date of hire is after February 16, 2016.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview and reference check; job related test may be required.

The duties listed above are only as illustrations of the various types of work that may be performed in the various departments. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

A full job description is available in Human Resources upon request.

UNION SALARY INFORMATION

The Engineering Aide I position is a AFSCME Local 440 Union represented position which:

- Requires you to live within the City of Joliet. If you are hired for the position and do not currently live in Joliet, you have 18 months to move.
- Salary starts at \$54,083. This is not a negotiable starting salary. Step Increases are as follows:
 - After 18 months: \$75,565
 - After 24 months: \$79,231
 - After 30 months: \$83,050
 - After 48 months: \$88,978
 - After 144 months: \$93,306
 - After 180 months: \$96,050
 - After 240 months: \$100,670

*Future salary amounts may change depending on yearly cost of living (January 1st) and new collective bargaining contracts

The City of Joliet offers the following paid benefits:

Vacation & Sick Leave (accrued monthly), Holidays, and Bereavement Leave as well as coverage options that share funding by the City and the employees for Health, Dental, Prescriptions & Life Insurance.

We also offer Tuition Assistance Reimbursement, paid Jury Duty and Protective Clothing and Equipment (if applicable).

EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER