



**CITY OF HARTFORD - HUMAN RESOURCES DEPARTMENT  
invites applications for the position of:**

## **Principal Engineering Technician**

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<b>SALARY:</b>	\$53,846.78 - \$64,103.26 Annually
<b>DEPARTMENT:</b>	Department of Public Works
<b>OPENING DATE:</b>	04/26/22
<b>CLOSING DATE:</b>	06/01/22 05:00 PM
<b>DESCRIPTION:</b>	

Vacancy is in the Engineering Division of the Public Works Department. Under direction, to assist in the technical work of the Engineering department by: making field and office calculations; inspecting all types of construction projects; developing engineering data from various sources. Setting line and/or grade for curbs, streets, walks, building lines, sewers, catch basins and manholes; performing highly accurate surveys for boundaries, setting mere stones, locating buildings and establishing ties, taking precise measurements and angles; taking cross sections; performing topographical surveys locating pertinent objects and taking elevations on structures and other municipal engineering projects. Reestablishes grades where profiles or data are lacking or not up-to-date for less involved curb, walk, street, sewer and drain work by taking elevations and applying engineering principles; setting grades to conform to the existing conditions and providing adequate runoff. Compiles plans, maps and profiles necessary to perform work. Obtains needed references from engineering records by performing and checking calculations of distances, angles, curves, areas and volumes. Reduces field notes, transfers them to permanent records and draws complete and detailed maps. Inspects construction projects in progress, such as large sewer and large storm drains, bituminous concrete parking areas and school yards, concrete retaining walls and large graded areas; building demolition of a complex nature such as high rise buildings in the central business district; and primary street construction of a complex nature. Performs related work as required.

**This is a HMEA union position and the hours of work are 40 per week. The above salary includes 5% in lieu of overtime.**

### **KNOWLEDGE, SKILLS & ABILITIES:**

The examination process will consist of a rating of your training and experience as contained on your application and may include a written test, an oral test, or a combination thereof. All parts of the examination, including tests and ratings, will be related to the requirements of the position. The examination is designed to measure: Knowledge of theory, principles and practices of surveying. Knowledge of fundamental principles of civil engineering as applied to municipal engineering. Knowledge of wide variety of records of the engineering department and public utilities. Knowledge of high school mathematics through trigonometry. Knowledge of proper use and care of surveying equipment. Knowledge of ordinances of the City of Hartford pertaining to construction of curbs, walks, and streets. Knowledge of principles, practices, tools, equipment and materials of pavement construction and building demolition. Ability to keep survey notes and write reports. Ability to make arithmetic and trigonometric calculations rapidly and accurately. Ability to supervise the work of a field survey party. Ability to compile engineering data from a variety of sources. Ability to service and adjust a level and transit. Ability to establish and

maintain effective work relations with City employees, contractors and the general public. Ability to inspect construction projects impartially but firmly and tactfully.

## **QUALIFICATIONS:**

Open to all applicants who meet the following qualifications:

Graduation from a standard high school or vocational school with courses in mathematics through trigonometry and mechanical drawing **AND** four (4) years of experience performing sub-professional technical work in a municipal engineering department, two (2) years of which must have been at progressively difficult drafting, construction inspection or surveying work.

**A COPY OF YOUR DIPLOMA OR TRANSCRIPT MUST BE ATTACHED TO YOUR APPLICATION. A DIPLOMA OR TRANSCRIPT SUBMITTED WILL BE VERIFIED BY THE HUMAN RESOURCES DEPARTMENT.**

**HARTFORD RESIDENCY PREFERRED:** Preferably be a bona-fide resident of the City of Hartford at the time of application. A completed CITY OF HARTFORD RESIDENCY AFFIDAVIT including proof of residency as indicated on the RESIDENCY AFFIDAVIT may be submitted.

**APPLICATION MUST BE COMPLETED IN ITS ENTIRETY, INCLUDING ANY REQUIRED DOCUMENTATION. APPLICATIONS WITHOUT PROPER DOCUMENTATION SHALL RESULT IN YOUR DISQUALIFICATION FOR THIS POSITION.**

**APPLICATIONS VIA FACSIMILE OR EMAIL ARE NOT ACCEPTED.**

## **OTHER INFORMATION:**

If selected, you will be required to pass a physical examination administered by a City physician, a drug and alcohol screening, and a background check. If appointed, you will serve 3-12 months of probation. This examination and employment process is subject to all federal, state, and municipal laws, rules and regulations.

**NOTE: ALL CORRESPONDENCE AND INFORMATION CONCERNING THE APPLICATION AND TESTING PROCESS WILL OCCUR VIA EMAIL, UNLESS OTHERWISE REQUESTED AT THE TIME OF APPLICATION.**

***IN ADDITION TO YOUR INBOX, PLEASE BE SURE TO CHECK YOUR JUNK AND SPAM EMAIL FOR ALL RECRUITMENT COMMUNICATION.***

### **VETERAN'S PREFERENCE:**

Preferential Points may be given to Eligible Veterans. Must submit a Veteran's Preference Form, located on the [hartford.gov/humanresources](https://hartford.gov/humanresources) page along with a DD-214 and Disability letter (if applicable) from the Office of Veteran's Affairs.

**The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.**

### **AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The City of Hartford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, veterans and persons with disabilities.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.hartford.gov>

Position #00936 (Reissued 5/10/2022)  
PRINCIPAL ENGINEERING TECHNICIAN  
PR

Human Resources Department  
550 Main Street  
Hartford, CT 06103  
860-757-9800

[humanresources@hartford.gov](mailto:humanresources@hartford.gov)

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### **Principal Engineering Technician Supplemental Questionnaire**

\* 1. I have attached a copy of my degree/transcript. (I understand this is required to be considered for this position and not attaching my degree/transcript will deem me not qualified).

Yes    No

\* 2. Please describe your experience with the following: Drafting, construction inspection, and/or surveying work.

\* Required Question