



## VILLAGE OF HOWARD ENGINEERING TECHNICIAN

The Village of Howard is currently seeking a full time Engineering Technician. The Village is a growing suburb located on the northwest side of the Green Bay Metro area and is a short 10 minute drive to Lambeau Field, 45 minute drive to Door County and is less than 2.5 hours to Madison and Milwaukee.

The Town of Howard was established in 1835 and slowly developed along Duck Creek as a center for farming, quarrying and lumbering. By 1959 the population had grown and Howard was incorporated as a Village. Residential, commercial and industrial growth steadily continued and today Howard is a vibrant community exceeding 18,500 residents with well established neighborhoods, growing commercial base, wonderful parks and an exceptional school system. Howard's citizens are proud of the communities' high quality of life that includes higher educational opportunities, great health care facilities, cultural and recreational opportunities and excellent municipal services.

This is an opportunity for an Engineering professional to work with a dedicated staff to make a difference in a vibrant, innovative and growing community that provides excellent service to its residents and businesses. The Public Works Department includes a Professional Engineering Department; operates Water, Sanitary and Stormwater Utilities; provides and maintains safe transportation and park facilities.

The Engineering Department plans, designs and provides management for public construction projects in the Village. The Village is seeking applicants with a background in municipal engineering for a position performing utility and roadway planning, design, drafting, specification writing, estimating, permitting, construction inspection, and other administrative functions within the Public Works Department. This position can expect to enjoy a team oriented professional work environment with fellow employees.

### Minimum qualifications:

- Three (3) years of experience design and construction inspection for street and utility construction
- Familiarity with construction materials, methods and the procedures necessary for utility and roadway design and inspection.
- Ability to effectively read and utilize plans and specifications, maintain daily records, maintain schedules, coordinate multiple projects and other elements of engineering.
- Understanding of and experience with preparing construction plans, bids and specifications.
- Must possess basic surveying skills and have a familiarity with construction staking, verification and setting of grades.
- Familiarity with construction material test methods.
- Proficiency in software use including AutoCAD, Autodesk Civil 3D, Microsoft Office products, and others.
- Strong Communication skills involving client/resident and contractor interaction, and report writing.
- Graduation with a 2 year associates degree in civil engineering technology from a recognized college or university.
- Must possess a valid Wisconsin Driver's License.

This is an hourly position and includes a comprehensive benefit package. Starting pay will vary depending on qualifications.

Interested candidates should submit a cover letter, resume and job application to Director of Engineering, Michael Kaster, 1336 Cornell Road, Howard, WI 54313 or by email at [mkaster@villageofhoward.com](mailto:mkaster@villageofhoward.com) by 5:00 pm, Monday December 11<sup>th</sup>, 2017.