

**City of Richmond
Richmond Sanitary District**

**Engineering Specialist
Application Instructions**

Completed applications can be sent via email to ssherwood@richmondindiana.gov or by mail to:

**City of Richmond
Human Resources
50 N. 5th Street
Richmond, IN 47374**

All applications and forms (below) should be completed and signed prior to submittal. Additional information (e.g. resume or cover letter) may be submitted along with your application.

For questions, please contact Stephanie Sherwood at the City of Richmond Human Resources Office at 765-983-7202.

APPLICATIONS ACCEPTED UNTIL FILLED

**POSITION DESCRIPTION
CITY OF RICHMOND, INDIANA**

POSITION: Engineering Specialist
DEPARTMENT: Sanitary District
DIVISION: Engineering
WORK SCHEDULE: 7:30 a.m. – 4:30 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)
SALARY: \$42,030.00 - \$46,700.00
DATE WRITTEN: February 2016 **STATUS:** Full-time
DATE REVISED: **FLSA STATUS:** Non-Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Richmond provides accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Engineering Specialist for the Sanitary District, responsible for creating working construction drawings and maps, conducting field investigations and surveys and developing and maintaining geographic information system (GIS) applications and data.

DUTIES:

Creates drawings and maps using ArcGIS and AutoCAD for Sanitary District projects, presentations and reports.

Interprets various forms of information gathered from on-site surveys, detailed sketches, and redlines to create accurate, precise, working construction documents including plans, profiles, cross-sections, contours, elevations and detail drawings in AutoCAD Civil 3D.

Understand and use established Sanitary District standards for drafting including layer names; line and character styles; drawings and file names for sheet layout.

Analyze sketches, notes and other input material to determine and plan the best approach to develop and complete drawings with minimal supervision.

Completes on-site surveys, employing various types of survey equipment, such as GPS, total station and level in order to establish grade, elevation, level and location.

Coordinates planning, implementation and maintenance of geographic information system (GIS) throughout the Sanitary District, including overseeing/monitoring construction and maintenance of features and attributes, system maintenance and backups, activity logs, and organized documentation files.

Evaluates GIS software applications, defining functional limitations. Designs, develops, and documents GIS applications to meet specific needs, resolving problems as needed. Installs/configures/upgrades GIS and related software as necessary.

Coordinates and executes data exchanges with other organizations, including reviewing and extracting/integrating data, metadata, and schema information. Periodically assists in GIS data archival/translation/backup, logging activity, and maintaining organized documentation files.

Coordinates and provides GIS training and technical support for Sanitary District employees, vendors and the public as requested. Provides GIS services to Sanitary District departments, including creating and maintaining features and attributes, thematic mapping and plotting. Determines need and loads GIS software as required.

Creates and maintains access and geodatabases for the Sanitary District by collecting and importing GPS points to data sets and compiling data from map files, contractors, field investigation and vendors to produce digital maps, GIS themes, and coverages for GIS layers.

Completes field investigations to gather field and survey data.

Creates, edits and maintains maps, including storm, CSO, and sanitary lines and features.

Attends and participates in Geographic Information System Technical and Standards Committee meetings, and other GIS or project related meetings.

Maintains an inventory of GIS and GPS hardware and software and manual files of City GIS licenses.

Prepares various reports as required.

The above statements reflect the general details considered necessary to describe the principal function of the position described and shall not be construed as a detailed description of all the work requirements that may be inherent in the position.

JOB REQUIREMENTS:

Baccalaureate Degree in computer science, geography, information science, engineering, computer aided drafting or related area or equivalent combination of education and experience. Licensed Indiana Land Surveyor is desired.

Working knowledge of AutoCAD Civil 3D is required.

Experience with utility drawings, terminology and standards is desired.

Working knowledge of and ability to make practical application of principles, practices, terminology and technology of GIS implementation and maintenance, including, but not limited to, object-oriented and linear programming, relational databases, computer operation, hardware maintenance, and software support is desired.

Working knowledge of and ability to make practical application of geography, cartography, relational databases, and basic functions and relationships of City/County departments.

Working knowledge of GPS field surveying principles and data collection procedures, and ability to perform field work and ensure accuracy of assigned survey and data collection projects.

Working knowledge of standard office procedures and various computer software applications and programs, including MS Office Suite, AutoCAD and ArcGIS, and the ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of Standard English grammar, spelling and punctuation, and ability to prepare correspondence and written reports as required.

Ability to work in a complex network environment, and properly operate a variety of standard office equipment, including computer, printer, calculator, telephone, CD writer, large format scanner and plotter.

Ability to effectively communicate orally and in writing with co-workers, other City/County departments and department heads, vendors, neighborhood associations and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand, memorize, retain, and carry out written or oral instructions.

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral or written form.

Ability to file, post, mail materials, and maintain accurate and organized records.

Ability to work alone with minimum supervision and with others in a team environment, often under time pressure, and on several tasks at the same time.

Ability to apply knowledge of people/locations, plan and layout assigned work projects, and read and understand detailed prints, layouts, specifications and maps and construction drawings relating to roads, sites plans and utility infrastructure projects.

Ability to occasionally travel out of town for meetings/conferences, but not overnight.

DIFFICULTY OF WORK:

Incumbent's duties are broad in scope, and are of substantial intricacy, with many variables and considerations. Incumbent performs according to broad policies and professional standards, exercising independent judgment to fit varied circumstances.

RESPONSIBILITY:

Assignments and objectives are set jointly by incumbent and supervisor following standard operating policies and procedures. Incumbent must have supervisor's permission to deviate from standard operating procedures. Decisions are typically determined by specific instructions or existing, well established policies and procedures. Work is reviewed primarily for compliance

and for technical accuracy.

PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other City/County departments and department heads, vendors, utilities, engineering and surveying firms and the public for purposes of exchanging information.

Incumbent reports directly to District Engineer.

PHSYICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and in the field, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing 25-50 pounds, pushing/pulling objects, crouching/kneeling, bending, reaching, keyboarding, close/far vision, color/depth perception, hearing sounds/communication, speaking clearly and handling/grasping/fingering objects. Incumbent is frequently exposed to normal hazards associated with construction sites, including equipment, traffic, dirt, dust, vehicle fumes, noise, extreme temperatures and wet/icy conditions. Safety precautions must be followed at all times to avoid injury to self and others. Incumbent occasionally works extended hours and occasionally travels out of town for training/seminars, but not overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Engineering Specialist describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Do you need any accommodations to perform the essential functions of this position?

Yes _____ No _____ If yes, what are the accommodations? _____

Applicant/Employee signature

Date

Print or Type Name



CITY OF RICHMOND
50 North 5th Street
Richmond, Indiana 47374

**EQUAL OPPORTUNITY EMPLOYER
APPLICATION FOR EMPLOYMENT**

Applications are considered for all positions without regard to sex, race, color, creed, age, disability, national origin, or ancestry.

Please print clearly – Applicant must complete the application

POSITION APPLYING FOR _____ **DATE** _____

Personal Information

Name: _____ SSN# _____
Last First Middle

Address: _____ Phone: () _____

City: _____ State: _____ Zip: _____

In an emergency contact _____ Phone: () _____

Address: _____ City: _____ State/Zip: _____

If you are under 18 years of age, can you furnish a work permit? Yes ___ No ___

Are you presently employed? Yes ___ No ___

May we contact your present employer? Yes ___ No ___

When would you be available for work? _____ PartTime ___ FullTime ___

Are you available for any work shift or weekends? Yes ___ No ___

Have you applied for a position with the City previously? Yes ___ No ___

Do you have a valid driver's license? Yes ___ No ___

Do you have a CDL? Yes ___ No ___

If you have a CDL, please list what class and any endorsements: Class: _____

Endorsements: _____

Employment History

Start with your present employer and work down. All work experience should be listed. Attach an additional sheet if necessary.

Name of Employer: _____ **Address:** _____

Phone: () _____ **Position:** _____ **Supervisor:** _____

Date employed	Date of Separation	Reason For Leaving
_____ Month Day Year	_____ Month Day Year	_____ _____

Describe your duties and responsibilities: _____

Name of Employer: _____ **Address:** _____

Phone: () _____ **Position:** _____ **Supervisor:** _____

Date employed	Date of Separation	Reason For Leaving
_____ Month Day Year	_____ Month Day Year	_____ _____

Describe your duties and responsibilities: _____

Name of Employer: _____ **Address:** _____

Phone: () _____ **Position:** _____ **Supervisor:** _____

Date employed	Date of Separation	Reason For Leaving
_____ Month Day Year	_____ Month Day Year	_____ _____

Describe your duties and responsibilities: _____

Education

School	Name and Location	Graduate	Degree or Certificate
High School	_____	Yes ___ No ___	_____
College/University	_____	Yes ___ No ___	_____
Apprenticeship or On the job training	_____	Yes ___ No ___	_____
Other	_____	Yes ___ No ___	_____

List any honors or awards received: _____

List any boards or organizations served: _____

Special Skills and Qualifications that may be beneficial to the position applying for:

References

Please do not list relatives or former employers.

Name: _____ Address: _____ Phone: () _____

Name: _____ Address: _____ Phone: () _____

Name: _____ Address: _____ Phone: () _____

I certify the answers given above are true and complete to the best of my knowledge. I authorize the investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand that false or misleading information given in this application or interview may result in discharge. I understand that I am required to abide by all Rules and Regulations of the City of Richmond.

I further authorize the Richmond Police Department to provide any information concerning my record and/or any arrests, or pending warrants that I may have.

Signature Date _____

RICHMOND POLICE DEPARTMENT
CITY OF RICHMOND
RECORDS DIVISION

APPLICANT NAME: _____

PRESENT ADDRESS: _____

ALIAS AND/OR OTHER NAMES (MAIDEN, ECT.) _____

DATE OF BIRTH: _____ SOCIAL SECURITY# _____



TODAY'S DATE: _____

I, _____, HEREBY GIVE AUTHORIZATION TO THE RICHMOND, INDIANA POLICE DEPARTMENT TO PROVIDE ANY INFORMATION CONCERNING MY RECORD AND/OR ARRESTS; OR PENDING WARRANT THAT I MAY HAVE TO **CITY OF RICHMOND.**

_____/_____
(IF APPLICANT IS UNDER 18 PARENTAL CONSENT REQUIRED) **APPLICANTS SIGNATURE**

PLEASE DO NOT WRITE BELOW THIS LINE
.....

DOES APPLICANT HAVE A RECORD? _____ YES _____ NO

RPD RECORD NUMBER _____

SEE ADDITIONAL _____ PAGES OF RECORD

COMMENTS: _____

RECORD'S CLERK SIGNATURE

INFORMATION CONCERNING THIS APPLICANT'S RECORD WAS DISTRIBUTED TO:

NAME: _____ DATE: _____

Please be advised, this is a local check only.

MVR WORKSHEET:

- 1.) In connection with my application for employment, I understand that as directed by company policy, and consistent with the job described, you may be requesting information from public and private sources about my driving record.
- 2.) I acknowledge that a telephonic facsimile (FAX) or photographic copy shall be as valid as original.
- 3.) I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau or insurance company, and/or R & R Benefits/Risk Management and/or Gregory Appel Insurance or its agent, to furnish the information described in Section 1.

Law Enforcement agencies and other entities for positive identification purposes when checking public records require the following information. It is confidential and will not be used for any other purposes.

*Please print your full name: Last, First, MI

*Please print other named you have used:

*Home Address:

*City:

*State:

*Zip:

*DOB:

*SSN#

*Drivers License #:

*License State

*If applicant is under 18 Parental Consent Required

*Signature