



## EMPLOYMENT OPPORTUNITY

### City of Wisconsin Rapids

The City of Wisconsin Rapids is searching for a temporary Civil Engineering Technician. This individual will perform a variety of entry-level duties as a member of a survey crew or civil engineering design section. This is a temporary, non-benefits eligible position for the summer months.

Primary responsibilities of this position include the following:

- Locates City's utilities as required by Digger's Hotline.
- Performs storm sewer outfall testing.
- Assists in gathering information and data by field and office research.
- Clears survey lines, places monuments or stakes, measures distances, records field notes, and other work as directed by survey crew chief.
- Performs routine office assignments in elementary drafting and design. Posts records and notes and prepares forms. Performs mathematical computations. Reads and interprets engineering drawings.
- Performs required maintenance for surveying instruments, equipment, tools, vehicles, and supplies. Assists in checking the adjustment of surveying instruments, equipment, and tools.
- Assists staff in inspection of construction projects, sample taking and testing, traffic counts, etc.
- Performs CAD drafting; inputs GIS data.
- Operates standard office/drafting equipment.
- Performs other related tasks as directed by the immediate supervisor.

Candidates must be a graduate of or currently enrolled in a two-year or four-year Civil Engineering program.

Applications will be accepted through April 5, 2024. Qualified candidates should submit a resume and application via email to [Recruitment@wirapids.org](mailto:Recruitment@wirapids.org). Candidates must meet the minimal requirements of this position in order to be considered. Applications are located at this link: [https://www.wirapids.org/uploads/1/0/3/3/103347874/application\\_rev\\_3.15.22.pdf](https://www.wirapids.org/uploads/1/0/3/3/103347874/application_rev_3.15.22.pdf)

*The City of Wisconsin Rapids is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, religion, gender, sexual orientation, age, marital status, veteran status, disability, or any other protected status. If you need assistance at any time during this application process, please contact Human Resources at 715 - 421 - 8214.*