



## City of Galesburg

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### **\*\*\* NOTICE OF JOB VACANCY \*\*\***

The City of Galesburg is currently accepting applications for the position of Temporary Engineering Aide in the Department of Public Works' Engineering Division. This temporary internship position will extend for approximately three to six months, typically mid-May through mid-August. Interested applicants should submit an application through the City's website at [www.ci.galesburg.il.us](http://www.ci.galesburg.il.us). This position will remain posted until filled.

#### **GENERAL DESCRIPTION OF THE POSITION**

Work involves assisting in performing construction inspection on various roadway construction projects, performing pavement condition inspections, and collecting field data utilizing GPS and other survey equipment. Employees exercise judgment based on prior knowledge as to methods used. Work assignments are discussed with a superior and reviewed during and at the completion of projects for desired end results.

#### **MINIMUM QUALIFICATIONS**

High school diploma or equivalent (GED) and a valid Illinois driver's license required. The preferred candidate will be enrolled in and have completed additional courses in engineering from an ABET accredited University or College.

#### **DUTIES AND RESPONSIBILITIES**

The incumbent operates computers and survey equipment, and; maintains field notes; drafts simple maps, sketches, and drawings from field notes; completes Inspection Daily Reports while assisting in providing construction inspection. Additional duties include conducting pavement inspections and inputting inspection data into the computer. Accepts responsibility of survey equipment; and performs related work as required.

#### **REQUIRED KNOWLEDGE, SKILLS and ABILITIES**

A basic knowledge of engineering practices is required, as well as the ability to read and interpret construction plans and specifications; and to make moderately difficult computations.

**E.E.O.E.  
M/F/D/V**