



HUMAN RESOURCES DEPARTMENT  
CITY OF WHEELING, SUITE 301  
1500 CHAPLINE STREET  
WHEELING, WV 26003

## Engineering Technician City of Wheeling

The Municipal Civil Service Commission will be giving an exam for the position of **Engineering Technician**. The list established from such exam will be utilized for hiring of this position for up to the next 2 years.

**Engineering Technician:** Reviews drawings, updates and maintains City drawings based upon changes required. Draws various maps from field notes/inspections. Coordinates and integrates all pertinent information impacting the design and construction of the project. Updates maps and drawings to reflect completed construction.

Responds to general questions from the public. Compiles various reports. Inspects new water and sewer lines and new service taps. Assists with maintenance and repairs of water and sewer lines. Maintains maps and drawings and records in an orderly and assessable manner. Performs other duties as assigned.

Position requires: Three (3) years of experience performing a variety of tasks and assignments as an engineering aide or closely related area. An equivalent combination of education and experience which indicates possession of the knowledge, skills and other characteristics may be substituted for the above qualifications. An Associate's Degree is preferred. Must possess a valid driver's license. May be required to secure certifications as required by area of assignment.

Starting salary is \$15.18 with an increase after six months. Excellent benefits package. Only applicants possessing the above mentioned qualifications will be eligible to take the exam.

Interested applicants should apply at WV Job Service, 1275 Warwood Avenue. (Warwood Shopping Plaza), Wheeling, WV through Friday, July 21, 2017. Please do not contact or send resumes directly to the City of Wheeling.

**No telephone calls, please.**  
**EOE**