



City of Batavia

## Senior Engineering Assistant - Electric Division

<b>SALARY</b>	\$39.75 - \$54.80 Hourly \$82,673.00 - \$113,992.00 Annually	<b>LOCATION</b>	City of Batavia Public Works
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	202400028
<b>DEPARTMENT</b>	Public Works	<b>DIVISION</b>	Electric
<b>OPENING DATE</b>	12/16/2024	<b>CLOSING DATE</b>	1/10/2025 4:00 PM Central
<b>FLSA</b>	Non-Exempt		

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### Position Summary

Are you ready to join our team as our **Senior Engineering Assistant** in our **Electric Division** and assist in powering up our projects?

This position involves advanced technical para-professional engineering work conducted in both field and office settings. The role requires handling complex and advanced engineering tasks, including drafting and design, mapping and GIS, asset management, construction management, and field inspections for various electric utility projects. Work is performed with a high degree of independence under the general supervision of the Electric Superintendent and is reviewed for technical accuracy and compliance with standards through reports and completed project assessments.

This position is a full time on-site position reporting to the City of Batavia's Public Works building. A typical work schedule for this position is Monday to Friday 7:00AM-4:00PM.

Hiring Salary Range: \$82,673 - \$97,078 DOQ

Full salary range: \$82,673 - \$113,992

Pay grade 14 on the City of Batavia's 2025 wage and salary ordinance non exempt with excellent benefits.

### Essential Duties & Responsibilities

Reviews residential and commercial electric utility and Right-of-Way permits.

Conducts field inspections and oversees construction management for electric projects to ensure compliance with contracts and utility standards.

Assists in the design and drafting of drawings for electric utility projects and in preparing plans and specifications for capital and maintenance projects.

Maintain infrastructure data using CAD and GIS software; administer permits, inventory, and financial systems.

Performs as-built field verification for electric utility projects.

Supports the implementation of predictive maintenance efforts for transmission, substation, and distribution equipment.

Attend meetings with residents, contractors, and developers to address electric utility matters and engineering-related issues.

Completes additional duties as assigned.

## **Minimum Qualifications**

### **EDUCATION & EXPERIENCE**

#### Education:

High school diploma or GED required.

Technical school certificate or associate degree in engineering, construction, surveying, or a related field preferred.

#### Experience:

Significant experience in drafting, asset management, GIS mapping, or related fields preferred.

### **KNOWLEDGE, SKILLS & ABILITIES**

Proficient in design standards and procedures applicable to the planning and construction of electric utility projects.

Understanding of electric utility techniques, instruments, and best practices.

Knowledgeable in electric utility construction methods, materials, and standards.

Familiarity with electric utility maps, documents, plats, and legal descriptions.

Skilled in using CAD, GIS, Asset Management, and other drafting and project management software tools.

Competent in the use and maintenance of electric testing and monitoring equipment.

Excellent interpersonal skills, with the ability to communicate effectively and tactfully with the public, even in challenging situations, delivering clear and accurate information.

Commitment to safety, including the ability to perform work safely, follow procedures, and implement necessary precautions.

Highly organized with the ability to thrive in a fast-paced environment and collaborate effectively with staff and the public.

Willingness and ability to pursue continuing education through short courses, college classes, and professional seminars.

### **SPECIAL REQUIREMENTS/QUALIFICATIONS**

Possession of a valid Illinois driver's license.

Ability to obtain Unmanned Aerial System (UAS) FAA Certification within one year.

## **Physical Demands/Working Conditions**

The physical requirements outlined here represent what an employee must meet to successfully perform the essential functions of this position. Reasonable accommodation may be provided to enable individuals with disabilities to perform these essential functions.

In performing the duties of this role, the employee will frequently be required to sit, speak, and listen. The role also requires standing, walking, using hands to operate objects, tools, or controls, reaching with arms, climbing or balancing, stooping, kneeling, crouching, crawling, and occasionally tasting or smelling.

The employee must frequently lift and/or move objects up to 50 pounds and occasionally lift and/or move objects up to 100 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee may occasionally be exposed to extreme weather conditions.

**Agency**

City of Batavia

**Address**

100 N. Island Avenue

Batavia, Illinois, 60510

**Phone**

630-454-2070

**Website**

<https://www.bataviail.gov/>

**Senior Engineering Assistant - Electric Division Supplemental Questionnaire**

**\*QUESTION 1**

The information provided in your application must support your selected answers in the supplemental questions. The information you provide will be verified and documentation may be required. Please be as honest and accurate as possible. You may be asked to demonstrate your knowledge and skills in a work sample or during an interview. By completing this supplemental questionnaire you are attesting that the information you have provided is accurate. Any misstatements, omissions, or falsification of information may eliminate you from consideration or result in dismissal.

- Yes, I understand and agree
- No, I do not agree

**\*QUESTION 2**

Which statement below best describes the highest level of education you have completed?

- High school graduate, diploma or the equivalent (GED)
- Associate degree
- Bachelor's degree
- Master's degree
- Professional degree
- Doctorate degree

**\*QUESTION 3**

Do you hold a technical school certificate or associate degree in engineering, construction, surveying, or a related field?

- Yes
- No

**\*QUESTION 4**

Do you have experience in using CAD, GIS, Asset Management, and other drafting and project management software tools?

- Yes
- No
- Little to none

**\*QUESTION 5**

**Are you knowledgeable in electric utility construction methods, materials, and standards?**

- Yes  
 No

**\*QUESTION 6**

**Are you proficient in design standards and procedures applicable to the planning and construction of electric utility projects?**

- Yes  
 No

**QUESTION 7**

**Are you willing to obtain an FAA certification for Unmanned Aerial Systems (UAS) within one year?**

- Yes  
 No

**QUESTION 8**

**Why are you interested in this position with the City of Batavia?**

**QUESTION 9**

**Please list any job related qualifications, trainings, or experience, which you have, and feel should be highlighted when reviewing your application,**

**\* Required Question**