City of Iowa City
EXTERNAL POSITION VACANCY ANNOUNCEMENT

February 4, 2010

TEMPORARY WATER UTILITIES TECHNICIAN ASSISTANT
Public Works/Water Division
Wage: $10.00/hr.
One temporary part-time position available
Flexible Hours

Under general direction, utilizes office equipment to scan and organize technical drawings and specifications. Uses Adobe Acrobat software to view technical drawings and specifications. Follows standards and procedures for consistency within documentation for technical drawings and specifications. Utilizes computer-aided design and drafting software to revise and update plats, maps and other utility drawings. Updates and maintains various Water administrative databases using Excel and Access software. Follows standards and procedures for consistency within documentation for water drawings and databases. Assists to organize and maintain plan storage room and CAD system hard drive and files. Responds to information requests from the public. Performs other related duties as assigned.

Minimum Education, Experience and Certification

Post-secondary coursework in engineering, computer-aided design, computer science or a related field required. One year of experience in construction utility drafting or in a related field preferred. Knowledge of computer operations and drafting/database software applications required. Must possess the ability to read and interpret blueprints, software documentation and manuals. Must possess the ability to perform data entry with attention to detail. Must possess and maintain a valid Iowa driver's license with satisfactory driving record.

City of Iowa City application must be received by **5PM, Friday, February 19, 2010,** Personnel, 410 E. Washington Street, Iowa City, Iowa 52240.

To comply with the requirements of the Immigration Reform and Control Act of 1986, all persons hired will be required to provide verification of identity and employment eligibility per provisions of the Act.

The City of Iowa City is an equal opportunity employer, encourages workforce diversity and is a supporter of the Skills Advantage Work Ready Certificate program.

City employees applying for this position must complete an internal employee transfer request form. Please request this form when applying.

For current job openings available to the public,
Call **JOBLINE at 319-356-5021 or visit www.icgov.org**