



CITY OF CRESCENT CITY

Invites you to apply for

ENGINEERING TECHNICIAN

\$22.85—\$27.77

Hourly Salary, plus excellent benefit package

There is one (1) position available in the classification of Engineering Technician for the City of Crescent City Public Works Department. This is an open job recruitment. Applications can be picked up at City Hall or online at www.crescentcity.org. **Recruitment is open until filled.**

The City reserves the right to extend the filing deadline as necessary.

GENERAL STATEMENT OF DUTIES: Performs a variety of technical field engineering work, including surveying, sampling, and testing. Performs a variety of technical office engineering work, including drafting, reporting, and recordkeeping; performs other duties as required. This position is supervised by the City Engineer/Director of Public Works. This position has no supervisory responsibilities.

ESSENTIAL DUTIES: Assists in design and prepare plans and specifications for public works projects, including streets, pedestrian facilities, storm drains, water infrastructure, and sewer infrastructure; Research project design requirements. Assists in performing calculations and preparing construction estimates; Performs data collection and design for capital improvements. Make and check computations and record field data. Use CAD to perform moderate to difficult drafting work to prepare maps, plans, deeds, descriptions, exhibits, records, or surveys. Develop revised design and construction standards for public works structures and appurtenances. Check improvement plans for compliance with master plan, design criteria, special conditions, and City standards. Prepare engineering field reports and related documents.

Answer inquiries from realtors, developers, engineers, and the general public. Conducts the encroachment permit review process and inspections; Serve as construction inspector to ensure compliance on City projects, subdivisions, and encroachments. Update and maintain City base-map information. Issue encroachment, water, and sewer permits. May perform traffic counts and other special studies. Provides customer service by responding to inquiries from citizens, staff, other government agencies, and engineers. Assists in other office functions and duties as needed. Performs other job related duties as required

JOB REQUIREMENTS: *(The following are a representative sample of knowledge, skill and abilities necessary to perform the essential duties of the position.)*

Knowledge of: Computer software and programs, including Microsoft Windows, and Office suite, pdf manipulation software (Bluebeam or equivalent) and Excel; ArcMap/GIS software, and Auto Cad or other Computer aided drafting software; Principles of algebra, geometry, and trigonometry; Surveying and drafting procedures and equipment are helpful; Methods, materials, tools and equipment used in construction engineering; Sampling and testing of construction materials; Safety rules, regulations, and training applicable to work duties and to identify and prevent workplace hazards.



Organize and prioritize work assignments to meet scheduled timelines; Make accurate mathematical calculations; Prepare maps, reports and other related documents using computer software; Read and interpret maps, plans and specifications. Prepare accurate and complete notes and accurately record and maintain data; Communicate effectively in oral and written form, in the English language. Establish and maintain cooperative working relationships with those contacted in the course of work.

QUALIFICATIONS: *Any combination of education, experience and training which demonstrates the required knowledge and ability to successfully perform the essential job duties.*

EDUCATION: High school diploma or equivalent. Graduation from a two-year technical college with engineering technical background or from an accredited four-year college with a degree in civil engineering or related engineering field is preferred.

EXPERIENCE: Two years of technical engineering work with building/construction experience is desirable.

LICENSE/CERTIFICATION: Possession of a valid California Motor Vehicle Operators License issued by the State Department of Motor Vehicles or equivalent if a resident of another state; must maintain driver's license in compliance with the City employee driving standards.

Fundamentals of Engineering certificate is desired.

APPLICATION PROCESS: A City of Crescent City application and Supplemental Questions must be received in the Human Resources Department.

Application materials are available at City Hall or online by visiting www.crescentcity.org.

FINAL FILING DATE: This position is open until filled.

Wage and Benefits

Hourly Wage: \$22.85 — \$27.77 hr.

Retirement: PERS 2.5% @ 55 for classic members; 2% @ 62 for new members. Employee pays 8% PERS member contribution.

Health: The City provides up to \$1,540.00/month in a flexible benefit plan to apply towards health benefits, including medical, dental, vision, air ambulance, long-term disability and life insurance.

Vacation Leave: Vacation is accrued at 4 hours biweekly upon employment and increases with time in service. There is an accumulation limit.

Sick Leave: Sick leave is accrued at 4 hours biweekly with an accumulation limit.

Holidays: 12 paid holidays per year.

City Hall works on a 9/80 work schedule.

Although benefits have been reported as accurately as possible, there has been no guarantee of complete benefit summary intended. All information provided is subject to the actual terms of the legal documents that control benefit programs.

Equal Employment Opportunity/Reasonable Accommodation:

The City of Crescent City is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability or marital status or other non-merit factors in its hiring practices, including the process of recruitment, selection, promotion or other conditions of employment.

In accordance with the Americans with Disabilities Act, the City will make reasonable efforts during the interview process to accommodate people with special physical or mental requirements. If special accommodations are necessary, please contact the Human Resources Department prior to your interview date.

For any questions, please contact Human Resources.

City of Crescent City- Human Resources

377 J Street.

Crescent City, CA 95531

(707) 464-7483, ext. 233

www.crescentcity.org

Engineering Technician

Supplemental Questions:

The purpose of this questionnaire is to provide applicants with the opportunity to elaborate on their qualifications for the Engineering Technician and to assist in assessing each applicant's individual qualifications. Responses to this questionnaire will be used to evaluate each applicant's relevant experience and training to determine who will be invited to continue further in the selection process.

Please answer the following questions on separate letter size paper, write your name on your response, and attach the page (s) to your application. (DO NOT write your responses on this page). Responses should be no longer than one page per question. Answer all questions fully and legibly. Your responses should be typed or neatly printed.

You may also submit a resume or additional information; however, such items MAY NOT be submitted in lieu of the questionnaire. Please indicate the question number for each of your responses (1a, 1b, etc.) and do not answer any of the questions by indicating, "see attached resume".

1. Describe your experience with interpreting plans and specifications, including any construction related experience.
2. Please describe your level of engineering, surveying and/or drafting experience?
3. What computerized engineering programs are you experienced with? Provide the name of the software, briefly describe its purpose, and then describe some specific projects for which you have used this software. Include a rating of your level of expertise for each program as basic, intermediate, or advanced.
4. What kind of technical writing have you done?