



# EMPLOYMENT OPPORTUNITY

## ENGINEERING TECHNICIAN I/II

**Engineering Technician I: \$3,568 - \$4,377 monthly (paid bi-weekly)**  
**Engineering Technician II: \$3,939 - \$4,787 monthly (paid bi-weekly)**

**Open: Tuesday, July 18, 2017**

**Open Until Filled**

*(Or until a sufficient pool of qualified applicants is achieved)*

**Apply at: [www.calopps.org](http://www.calopps.org)**

*A completed online employment application is REQUIRED*

Incomplete, late, emailed, faxed and hard copy applications will NOT be accepted.  
Resumes will NOT be considered in lieu of the required employment application.



### **SUMMARY DESCRIPTION**

Under immediate supervision (Engineering Technician I) or general supervision (Engineering Technician II), performs paraprofessional engineering office and field work involving surveying, design of Public Works facilities, construction inspection, and drafting.

### **DISTINGUISHING CHARACTERISTICS**

**Engineering Technician I** - This is the entry level class in the Engineering Technician series. This class is distinguished from the Engineering Technician II series by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgement on matters related to established procedures and guidelines as are positions allocated to the II level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning job tasks.

**Engineering Technician II** - This is the full journey level class within the Engineering Technician series. This class is distinguished from the Engineering Technician I by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the work unit.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Design and prepare plans and specifications for public works projects, including pumping stations, streets, storm drains, and sewer lines.
2. Research project design requirements; perform calculations and prepare estimates of time and material costs.
3. Perform data collection and design for capital improvements.

4. Make and check computations and record field data.
5. Use CAD to perform moderate to difficult drafting work to prepare maps, plans, deeds, descriptions, exhibits, records, or surveys.
6. Develop revised design and construction standards for public works structures and appurtenances.
7. Check improvement plans for compliance with master plan, design criteria, special conditions, and City standards.
8. Prepare engineering field reports and related documents.
9. Answer inquiries from realtors, developers, engineers and the general public.
10. Serve as construction inspector to ensure compliance on City projects, subdivisions, and encroachments.
11. Update and maintain City basemap information.
12. Issue encroachment, water, and sewer permits.
13. May perform traffic counts and other special studies.
14. Operate total station, transit, level, and other survey instruments in the performance of control, preliminary, and construction surveys, monument checks and related projects.
15. Perform related duties as required.

#### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

##### **Knowledge of:**

- Civil engineering principles, practices and methods applicable to office and field work involving the use of civil engineering software and associated equipment in the design, construction and maintenance of City public works projects.
- Drafting and surveying principles, techniques, practices, equipment, and computer programs,.
- Safe work practices and methods.
- Mathematical concepts applicable to engineering.
- Construction practices and methods.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Operation of CAD systems.
- Standard drafting tools and equipment.

##### **Ability to:**

- Learn and understand City engineering policies and procedures.
- Prepare accurate plans, specifications, cost estimates and technical engineering reports.
- Perform engineering design computations.
- Check, design, and prepare engineering plans and studies.
- Interpret complex construction plans and specifications.
- Use and care for engineering and drafting instruments and equipment.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Learn pertinent federal, state, and local codes, laws, and regulations.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### **Engineering Technician I**

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by college level courses in math, drafting, engineering, surveying, or a related field.

**Experience:**

Two years of increasingly responsible engineering, surveying, or drafting experience.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

### **Engineering Technician II**

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by college level courses in math, drafting, engineering, surveying, or a related field.

**Experience:**

Two years of responsible municipal engineering experience equivalent to an Engineering Technician I in the City \_\_\_\_\_ of \_\_\_\_\_ Ceres.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment: Physical: Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

### **BENEFITS**

Benefits and compensation for this job classification are administered under the Miscellaneous Bargaining Unit Agreement.

**Health:** The City contributes toward the combined monthly premiums for medical, dental and vision a maximum of \$710, \$1,470 or \$2,090, dependent on level of medical coverage enrollment. Employee contributions to health premiums are taken as pre-tax deductions. Employees eligible to waive medical coverage, receive \$200 per month in taxable compensation. Carriers include: Anthem Blue Cross HMO, Anthem Blue Cross HDHP/PPO, Kaiser; Stanislaus Foundation Dental and VSP.

**Voluntary Benefits:** The City contributes \$100 per month through a qualified Section 125 plan for the purchase of voluntary benefits (e.g. Life/AD&D, long-term disability, and FSA for daycare and unreimbursed medical expenses). Employee contributions to certain voluntary benefits are taken as pre-tax deductions. If the employee does not utilize the entire allowance for benefits, the City shall contribute the remaining balance to employee's deferred compensation account, Retiree Health Savings or Health Savings Account, as applicable.

**Other Benefits & Leave:** The City provides an Employee Assistance Program; voluntary options for Deferred Compensation; 12 paid Holidays; sick and vacation leave.

**Pension** - The City requires employee membership in the Stanislaus County Employees' Retirement Association (StanCERA), as governed by County Employees' Retirement Law of 1937 and Public Employees' Pension Reform Act (PEPRA). "Classic members" (currently or within the last six (6) months a member of StanCERA or subject to reciprocity with another eligible retirement plan) are enrolled in the City's 2% @ 55 plan, and employees are required to pay \$300 per

month, on a pre-tax basis, toward total retirement as prescribed by bargaining unit agreement; final compensation at retirement is based on the single highest year. Non-classic or “*new members*” are enrolled in the 2% @ 62 plan, and employees are required to pay 50% of the normal contribution rate as prescribed by PEPRA, currently 7.7% , plus \$300 per month as prescribed by bargaining unit agreement, on a pre-tax basis; final compensation at retirement is based on the average of the three highest years.

The City also participates in Social Security, which has a mandatory 7.65% contribution for Social Security and Medicare.

**Miscellaneous benefits** – The City provides an Employee Assistance Program, voluntary options for Deferred Compensation, Life Insurance and Long-Term Disability, 12 paid Holidays, Vacation accrual based on years of service with maximum accrual of 480 hours, Unlimited Sick Leave accrual

### **EXAMINATION PROCESS**

Those applicants, who meet the employment qualifications, will be contacted via email regarding next steps in the recruitment process. Candidates, who achieve a top ranking score, will be invited to an Oral Panel Interview Test. Candidates who achieve a passing score of 70% and above on the Oral Panel Interview Test, will be certified on an Employment List and may be contacted for an in-person interview with the department Director.

### **SELECTION PROCESS**

Offers of employment may be subject to successful completion of a pre-employment background check, fingerprint clearance, and a physical examination, including a drug test. An additional condition of employment includes employment verification and authorization to work in the United States, by completing the I-9 verification form designated by Immigration and Naturalization Services.

**PLEASE NOTE:** The provisions of this bulletin do not constitute a contract or offer of employment expressed or implied.

### **AMERICANS WITH DISABILITIES ACT**

Individuals with qualified disabilities as defined by the ADA and FEHA, who need reasonable accommodation to participate in any of the examinations administered by the City of Ceres, must notify the Human Resources Department in writing prior to the final filing date for this recruitment. Official documentation of your functional limitations may be required.

**THE CITY OF CERES IS AN EQUAL OPPORTUNITY EMPLOYER  
COMMITTED TO DIVERSITY**