



EMPLOYMENT OPPORTUNITY

ENGINEERING TECHNICIAN I/II

Engineering Technician I: \$3,622 - \$4,402 monthly (paid bi-weekly)

Engineering Technician II: \$3,998 - \$4,859 monthly (paid bi-weekly)

1.5% COLA & Equity increase – July, 2019

2.0% COLA & Equity increase – July, 2020

Open: Monday, September 10, 2018

Closed: Sunday, September 30, 2018

Apply at: www.calopps.org/city-of-ceres

*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 but can be attached.



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 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 License

Engineering Technician II

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 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: Primary functions require sufficient physical ability and mobility to work in an office setting and field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to lift, carry, push, and/or pull moderate amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

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

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

BENEFITS

Retirement/Pension: The City offers a generous defined benefit plan pension (membership required) 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, eg. CalPERS) are enrolled in the City's 2% @ 55 plan; 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 8.77%, on a pre-tax basis; final compensation at retirement is based on the average of the three highest salary years.

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. Some of the monthly plan premium options are currently at NO COST to the employee and family! Any employee contributions to health premiums are taken as pre-tax deductions. Employees eligible to waive medical coverage receive \$200 per month in additional taxable compensation. Carriers include: Blue Shield HMO, Blue Shield PPO, Kaiser HMO; Stanislaus Foundation Dental and Blue Shield MES Vision.

Volunteer Benefits: The City contributes an additional \$100 per month through a qualified Section 125 plan for the purchase of pre-tax voluntary benefits (e.g. Life/AD&D, long-term disability or FSA for unreimbursed medical expenses and daycare). 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 the employee's Retiree Health Savings (RHS) or Health Savings Account (HSA), as applicable.

Miscellaneous Benefits

Employee Assistance Program, voluntary options for Deferred Compensation (457), and Short-Term and Long-Term Disability, Voluntary Life and AD&D, 12 days sick leave accrued each year with unlimited accrual; vacation accrual based on years of service with maximum accrual of 480 hours and 13 paid holidays (including one personal day) each year.

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

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 the USCIS.

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**