



City of Milpitas

We invite applications for the position of: Engineering Aide (Land Development)

Annual Salary Range: \$71,942 - \$87,445

Post Date: August 9, 2017

Close Date: August 22, 2017, by 5:00 P.M.

Why Milpitas?

Located at the southern tip of the San Francisco Bay, the City of Milpitas is a dynamic community that is an integral part of the high tech Silicon Valley. With a much diversified resident population of 72,606, Milpitas features quality schools, conveniently located neighborhood parks and shopping centers. The role of every employee is to be committed to accomplishing the community's vision by providing fiscally sound, superior services.

You will be joining a community of 328 professional employees as diverse as the city they support. We are privileged to have such a unique workforce and to foster an environment that encourages those differences. We believe in supporting our employees' abilities and desires for professional growth, to better support retention and commitment throughout all career stages. Milpitas employees are proud and know that their contributions make a difference to the community as well as to their own career. We encourage you to check us out:

<http://www.ci.milpitas.ca.gov/>

The Opportunity

What You Will Do

Duties may include, but are not limited to the following

- Draft maps, engineering plans, charts, diagrams, graphs, tables, and sketches for Engineering Division and departmental projects.
- Update and revise engineering drawings, detailing sewer, water, storm drain, street lighting, and traffic systems.
- Prepare a variety of maps and exhibits for the Planning Commission, City Council and other occasional meetings.
- File and retrieve engineering plans, maps, exhibits and various documents; update files and keep reference system current.
- Provide City staff and the public with information as requested including legal descriptions of parcels, address verification, property ownership, assessor's parcel number, zoning designation, easements, flood zone status, public right-of-way, property jurisdiction and assessment districts as able.
- Operate machine to reproduce engineering plans and maps for staff and public, monitor paper, water and ammonia supplies of machine.
- Perform a variety of special projects involving graphic design and illustration for maps and exhibits.



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- Perform field survey activities as requested.

The detailed job description for the position of Engineering Aide is available on the City's website [here](#).

Experience and Education

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

Experience: Two years of subprofessional engineering experience with a strong emphasis in drafting.

Education: Equivalent to the completion of the twelfth grade, including or supplemented by courses in algebra, geometry, trigonometry, and mechanical drawing.

Experience with AutoCAD and GIS is highly desirable.

License and Other Requirements

N/A

Special Requirements

N/A

Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

To Apply

Submit application, resume, and copies of required certificates online at www.calopps.org or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

A complete job description is available on the City of Milpitas website: www.ci.milpitas.ca.gov (under Classification and Compensation) or from Human Resources.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.



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Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require alternate communications, please contact Human Resources at (408) 586-3090.

Benefits

The City provides an excellent array of benefits that includes the following. This position is represented by the Milpitas Professional and Technical bargaining group. Benefits Information is available online at:

<http://www.ci.milpitas.ca.gov/milpitas/departments/about-human-resources-2/benefits/>

<http://www.ci.milpitas.ca.gov/wp-content/uploads/2016/02/Milpitas-Professional-and-Technical-Group.pdf>

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.