



# City of Milpitas

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

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**Annual Salary Range: \$74,100.26 - \$90,068.68**

**Post Date: March 25, 2019**

**Close Date: April 12, 2019**

### **Why Milpitas?**

Located at the southern end of San Francisco Bay, Milpitas is a progressive community that is an integral part of Silicon Valley. As a full-service city of 389 full-time employees with water utility, sewer utility, police and fire services, Milpitas serves a diverse population of nearly 80,000. The city has an annual \$191 million operating budget and a \$315 million capital improvements budget.

Milpitas is the eighth-fastest growing city in the United States according to the US Census, and the second-fastest in California. It has the third highest job growth among the 515 qualifying cities rated by Wallet Hub. The homeownership rate is close to 70%, and the Milpitas housing market remains relatively affordable in Santa Clara County. Milpitas is often called the "Crossroads of Silicon Valley" with most of its 14 square miles situated between two major freeways (I-880 and I-680), Route 237, and a County expressway. In June 2018, Livability Magazine ranked Milpitas fifth by out of more than 2,000 American cities for "[Best Cities for STEM Workers](#)."

We encourage you to check us out at: <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.



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- 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.
  - Perform field survey activities as requested.
  - Perform other related duties as assigned.

### 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

- Possession of or ability to obtain and maintain, an appropriate valid California Driver's license.

### 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, supplemental questions (if applicable), resume, copies of required certificates (if applicable) online at [www.calopps.org](http://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](http://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 Group (Protech) 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.