



## City of San Pablo (CA) Engineering Aide

<b>SALARY</b>	\$34.22 - \$41.60 Hourly \$5,560.75 - \$6,760.00 Monthly	<b>LOCATION</b>	CA, CA
<b>JOB TYPE</b>	Full-time	<b>JOB NUMBER</b>	04112024
<b>DEPARTMENT</b>	Public Works/Engineering	<b>OPENING DATE</b>	04/11/2024
<b>MAX NUMBER OF APPLICANTS</b>	100		

**Filing Deadline: Friday, May 3, 2024 at 11:59 p.m. or first 100 applications (whichever occurs first)**

**Applications MUST be submitted online at [www.GovernmentJobs.com](http://www.GovernmentJobs.com)**

### THE POSITION:

Incumbent will perform sub-professional engineering work in the areas of design, construction, surveying, traffic and land development; to perform office and field duties including drafting, assisting in construction inspection, permit issuance, engineering research and traffic counts.

**SUPERVISION RECEIVED AND EXERCISED:** Receives general supervision from the Division Manager. Functional or technical supervisor may also be provided by professional or management level positions.

### Examples of Duties / Knowledge & Skills

- Review and issue encroachment permits for street and sidewalk construction.
- Review and check plans including permit applications, capital improvement projects, land development reviews, and stormwater permits with design standards, codes and regulations.
- Assist in providing conditions of approvals.
- Perform field inspections for public works including construction inspections, trash assessments, enforcement inspections, business inspections and call-out requests.
- Initiate follow-up correspondence related to illegal construction, enforcement cases and hazardous condition reports.
- Answer a variety of inquiries from the public, both over the phone and counter; responds to requests regarding engineering records and mapping.
- Perform a variety of routine drafting and surveying duties in connection with engineering and capital project activities.
- Monitor and update general engineering maps and engineering records management.
- Researches various types of records, participate in the preparation of traffic studies and traffic counts.
- Assist with asset management and work requests through various online programs such as ArcGIS, ESRI, GoGov and Cartegraph.

- Assist with the review and preparation of bid documents including, scopes of work, Requests for Qualification (RFQ) and Requests for Proposals (RFP) and related documents for a variety of projects.
- Assist with updating project information on the City website.
- Operate office equipment including a personal computer.
- Perform related duties as assigned.

## Minimum qualifications & Requirements

### TYPICAL QUALIFICATIONS:

#### Knowledge of:

- Construction inspection, procedures, and methods and their application to assigned functions.
- Drafting and surveying methods, material and application.
- Operation of a personal computer and of computer aided drafting programs; applicable computer software including Excel, Word, GIS and AutoCad.

#### Ability to:

- Detect and locate faulty material and workmanship in construction.
- Read and properly interpret plans, blueprints, construction drawings, specifications and maps.
- Reduce, interpret, and apply field or preliminary notes and sketches in the performance of drafting duties.
- Clearly communicate, interpret applicable City and government codes, procedures, specifications and standards.
- Use a computer and applicable computer software.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative relationships with those contacted in the course of work

#### Experience and Training

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

#### Education

One year of experience performing sub-professional engineering work, including surveying, drafting and consultant work.

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#### Experience:

Equivalent to graduation of twelfth grade supplemented by an Associate's degree or course work in engineering, mathematics, surveying, drafting, CAD, or GIS applications.

#### License or Certificate:

Possession of, or ability to obtain, a valid California driver's license.

## Supplemental information

**How to apply:** Applications will only be accepted online at <http://www.governmentjobs.com/careers/sanpabloca>. For general questions, call the Human Resources Division at (510) 215-3000. Applications must be submitted to GovernmentJobs.com by the date and time listed. Applications not submitted by the posted date and time will not be considered. The most qualified applicants will be invited to participate in the subsequent phases of the selection process. Meeting the minimum requirements of the position does not guarantee the advancement in any phase of the selection process. Final selection will be made from an eligibility list.

**Recruitment timeline:** Although dates may change we suggest planning your calendar accordingly, as these are currently the only interview dates.

Estimated First Interview: **Week of May 20**

Estimated Second Interview: **Week of May 28**

Estimated Start: **July 1**

**Background investigation and Pre-employment medical examination:** Successful candidates will undergo a complete background investigation, fingerprinting, and pre-employment medical examination, which may include a TB test. Americans with Disabilities Act (ADA): Please contact the Human Resources Department on, or before, the filing deadline if special accommodations are necessary at any stage of the selection process. Every attempt will be made to consider your request (medical documentation must be provided upon request). Immigration Reform & Control Act: In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United State Citizenship or authorization to work in the United States. Drug-Free Workplace Policy: In accordance with the Drug-Free Workplace Act of 1988, it is the objective of the City of San Pablo to achieve a drug-free workplace.

THE CITY OF SAN PABLO IS AN EQUAL OPPORTUNITY EMPLOYER. MINORITIES/ WOMEN/ INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. QUALIFIED APPLICANTS RECEIVE EQUAL CONSIDERATION, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, ANCESTRY, AGE, MARITAL STATUS, AND DISABILITY EXCEPT WHERE DICTATED BY THE REQUIREMENTS OF THE JOB.

**The information contained herein does not constitute either an expressed or implied contract of employment and these provisions are subject to change.**

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**Agency**

City of San Pablo (CA)

**Address**

1000 Gateway Avenue

San Pablo, California, 94806

**Phone**

510-215-3000

**Website**

<http://www.sanpabloca.gov>

**Engineering Aide Supplemental Questionnaire**

**\*QUESTION 1**

**Please describe your work experience and education and how it relates to the position of Engineering Aide.**

**\*QUESTION 2**

**Please describe any experience you have had with traffic counts, surveying, construction and environmental inspections.**

**\*QUESTION 3**

**Please describe your AutoCad and drafting work and/or coursework experience.**

\* Required Question