

# CITY OF GILROY IS HIRING

## ENGINEERING TECHNICIAN/INSPECTOR I/II/III

Public Works Department

LEVEL I – \$6,176.58 – \$7,507.58 Monthly Plus Excellent Benefits

LEVEL II – \$6,822.75 - \$8,293.08 Monthly Plus Excellent Benefits

LEVEL III – \$7,921.08 - \$9,628.00 Monthly Plus Excellent Benefits

Opportunity to work a 9/80 schedule with every other Friday off.

*The City of Gilroy is an equal opportunity employer and supports workforce diversity, equity, inclusion, and belonging. Join our team!*

### ABOUT THE POSITION

If you are passionate about ensuring quality and safety in engineering projects and want to make a real difference in the community, we have an excellent opportunity for you. The City of Gilroy is currently recruiting a full-time Engineering Technician/Inspector at level I or II or III (depending on experience and qualifications) for the Engineering Division of the Public Works Department. The position will support the engineering staff with technical tasks for public works improvements, public works projects, and land development projects, and will entail a mix of technician and inspection duties. The goal of the Engineering Division is to promote a better quality of life for those who live, work, and visit the city of Gilroy through the provision of efficient engineering services and the creation of orderly growth and development within the city.

### THE IDEAL CANDIDATE WILL

- Have journey level knowledge of modern public works engineering and construction methods.
- Have strong experience conducting thorough inspections of construction sites and utilities to ensure compliance with plans, specifications, and safety regulations.
- Collaborate with Engineers, Contractors, and other stakeholders to resolve issues and ensure project success.
- Prepare detailed inspection reports and maintain accurate records.
- Have strong communication skills to effectively respond to phone calls and emails from the public, and work at the front counter assisting the public with projects that are reviewed and inspected by the Public Works Department.
- Have exceptional customer service skills to include timely and accurate responses to customers and residents.
- Be proficient in project management to include knowledge of project management software (Procore or similar) and enterprise permitting software (Tyler, Energov or similar).
- Be self-motivated and show initiative in the completion of work and effectively manage their own time while collaborating with the team.
- Have experience with conflict resolution.
- Be a dependable team player, with the ability to establish strong working relationships and work effectively with other staff members within the department



### APPLICATION DEADLINE

Open Until Filled

### PRIORITY SCREENING

March 17, 2025

### ORAL BOARD INTERVIEWS

TBD

The examination process/schedule above may be changed as needed by the City.

Candidates will receive communication by email regarding the recruitment process which includes, but is not limited to, application status, test dates and interview scheduling.

Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.

### SUBMIT A COMPLETE ONLINE APPLICATION WITH THE FOLLOWING ITEMS:

- Responses to supplemental questions
- A detailed resume focusing on relevant work experience and education is preferred
- A cover letter explaining your interest is preferred
- A list of three professional references

*Applications that do not include all required items are incomplete and will not be considered.*

Apply at: [www.CityOfGilroy.org/jobs](http://www.CityOfGilroy.org/jobs)



and other departments.

- Be highly organized and able to manage multiple projects simultaneously.
- Have knowledge of City-assisted residential sidewalk replacement programs, City issued encroachment permits to utility companies, processing applications, and storm water compliance inspection knowledge.

### EXAMPLES OF ONGOING PROJECTS

- Provide inspection support to various Capital Improvement Projects, to include water and wastewater projects.
- Coordinate inspection efforts with consultants and outside agencies.
- Process and review various public works permits.
- Administer the Sidewalk Repair Program.

### QUALIFICATIONS

#### Engineering Technician/Inspector I

- Graduation from high school or the equivalent.
- Two years of engineering work experience that would provide the ability to perform the above listed job duties. Related college or technical training may be substituted at the rate of one year of education for one year of the required experience.
- Possess and maintain a valid California Driver License and safe driving record necessary to operate assigned vehicle(s) along with a safe driving record.
- Pass a post-offer medical examination, which includes a drug test (includes testing for psychoactive marijuana metabolites).
- Physical ability to perform field inspections.
- Prefer non-tobacco user.
- May be subject to weekend work, varied shifts, and recall on a schedule and/or emergency basis.
- Pass a Department of Justice criminal record check.

#### Engineering Technician/Inspector II (In addition to qualifications listed above for Level I)

- Four years of progressively responsible engineering experience equivalent to that performed by an Engineering Technician/Inspector I. Up to two years of acceptable and related college education or technical training may be substituted at the rate of one year of education for one year of experience.

#### Engineering Technician/Inspector III (In addition to qualifications listed above for Level I & II)

- Six years of progressively responsible engineering or public works experience equivalent to that performed by an Engineering Technician/Inspector II. Up to two years of acceptable and related college education or technical training may be substituted at the rate of one year of education for one year of experience.



**NOTE: To foster teamwork and collaboration in the department, organization-wide, and in the community, this full-time position works on-site/in-person. Remote work is not an available option.**

# APPLICATION PROCESS

If you are interested in pursuing this exciting career opportunity, please attach and submit the following items with your electronic NEOGOV application:

- Completed applications with responses to supplemental questions.
- Cover letter that explains your specific interest in this position with the City of Gilroy is preferred.
- Detailed resume focusing on relevant work experience and education is preferred.
- A list of three professional references.

**City Application Form** – Candidates must complete the NEOGOV City of Gilroy application form for this position and submit it online. Please prepare attachments prior to completion of the NEOGOV application as incomplete applications will not be accepted.

## Apply Online:

Go to [www.CityOfGilroy.org/jobs](http://www.CityOfGilroy.org/jobs). You can apply online by clicking on the job title you are interested in and clicking on the "Apply" link. After viewing the Job Description, click the 'Apply' tab. If this is the first time you are applying using our online job application, you will need to create an account and select a Username and Password. After your account has been established, you can import your resume from LinkedIn, upload it from a saved document on your computer, or manually enter your personal information. This application will be saved and used to apply for future job openings.

**Only complete application packets will be reviewed.** Only the most qualified applicants with the most relevant experience and education will be invited to continue in the selection process. In addition, final candidates for the position are required to pass a background check, State of California Department of Justice criminal records check, medical evaluation, and drug screen, given at the City's expense, prior to appointment. If special accommodations are necessary at any stage of the selection process, please contact the Human Resources Department right away at 408-846-0228.

*Attention: Communication regarding your status in this recruitment process will be conducted via e-mail. Be sure to include an e-mail address on the employment application. Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.*

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## MOU REPRESENTATION:

AFSCME (American Federated Society of County and Municipal Employees) General Unit

## BENEFITS OFFERED:

May vary based on position and MOU. See more at information at: [www.cityofgilroy.org/164/Benefit-Summaries](http://www.cityofgilroy.org/164/Benefit-Summaries)

- Medical, dental, and vision
- Vacation leave, sick leave, and other paid time off
- CalPERS retirement pension plan
- Flexible spending accounts
- Pre-tax deferred compensation plans
- City-paid life and long-term disability insurance, and employee assistance program
- Commuter benefit program

## IMPORTANT INFORMATION:

Prior to appointment and given at the City's expense, final candidates are required to pass an employment background check, State of California Department of Justice criminal records check, and as applicable: medical evaluation and drug screen (includes testing for psychoactive marijuana metabolites).

If special accommodations are necessary at any stage of the selection process, please contact Human Resources.

**Human Resources can be reached at:**  
**(408) 846-0228**

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