



We invite applications for the position of:
ENGINEERING TECHNICIAN I/II
Engineering Technician I - \$6,648 - \$7,931 MONTHLY
Engineering Technician II - \$7,651 - \$9,126 MONTHLY
Plus a comprehensive benefits package

The City of San Mateo Public Works Department is looking for an Engineering Technician I/II

Why Join our Department?

The Public Works Department is comprised of the Capital Improvement Program, Field Maintenance, Regulatory Compliance, Transportation, Clean Water Program, Data Management, Facilities/Fleet, and Wastewater Treatment Divisions. Each division is led by one of two Deputy Directors, who report to the Director of Public Works. The department is responsible for the City's major capital projects and infrastructure including streets, street lights, traffic signals, publicly owned facilities, sewer and storm conveyance systems, wastewater treatment plant, pump stations, a major lagoon, dams, and levees; as well as solid waste and environmental programs.

The Public Works Department is committed to high performance standards, utilizing best practices relative to performance management and team-oriented approaches. Our mission is to enhance the community and its environment by providing sustainable stewardship and innovative approaches to Public Works services.

The Engineering Technician vacancy we currently have is in the Capital Improvement Program Division. While the Engineering Technician may perform other duties as assigned, including supporting the Transportation Division, the primary role will be managing resident service requests, drafting engineering plans, and performing field observations and analyses.

Look to some of the reasons why the City of San Mateo is a great place to work: https://www.youtube.com/watch?v=_GTIzeSpc_g

What You'll Do

The Engineering Technician I/II performs a variety of technical drafting, office and field engineering work. The position receives immediate supervision from higher engineering personnel.

The Engineering Technician I/II position is flexibly staffed based on experience and may be filled at either level. Depending upon assignment, duties may include, but are not limited to, the following:

- Locate utilities, easements, property lines and other information on plans.
- Prepare topographical plan and profile maps of property and pertinent features from survey notes and legal descriptions.
- Check parcel maps, subdivisions and various other drawings.
- Participate in the preparation, filing, and retrieval of a variety of engineering maps, documents and records.
- Ink, pencil, trace and letter charts, graphs, maps, plans and other drawings; prepare miscellaneous illustrative materials such as charts and graphs on blueprint machine; monitor blueprint machine and blueprint paper supply.
- Prepare final drawings of existing improvements, rights-of-way, and other utilities using field notes, maps and photographs; check calculations used in designs and estimates.
- Fully utilize the computerized work systems in accordance with workflow processes.
- Assist in measuring accurate distances to be used in the determination of locations of boundaries, easements, improvements, structures and topographic features; keep notes on measurements made.
- Write technical specifications for various maintenance contracts; inspect work on maintenance contracts; verify quantities for payment on maintenance contracts.
- Answer questions and provide information to the public concerning engineering activities; issue permits and accept permit fees over the counter; answer questions related to maintenance projects as applicable.
- Make and check mathematical calculations related to surveying and basic engineering.
- Inspect streets, sidewalks, sewers, drains and other public works areas for maintenance needs; prepare cost estimates of labor, materials equipment necessary for maintenance projects; assist in developing work schedules.
- Prepare and maintain production and related records regarding maintenance activities.
- Maintain various technical files and departmental logs.

- Manage and respond to resident service requests.

For a complete list of duties, reference our job specifications at www.cityofsanmateo.org

Who You Are

Engineering Technician I:

- You possess **knowledge** of terminology, methods, practices and techniques of drafting; principles of algebra, geometry and trigonometry as applied to the computation of angles, areas, distances and traverses; elementary surveying techniques and practices; engineering maps and records; modern office methods and practices; methods and tools used in the repair of small mechanical devices may be required.
- You possess the **ability** to read figures quickly and accurately and perform complex engineering and mathematic calculations with speed and accuracy; understand and follow oral and written instructions and sketches; use and care for drafting, surveying, and mechanical instruments and tools; use computers and handheld electronic devices in the course of work; communicate clearly and concisely, both orally and in writing, and maintain cooperative working relationships with those contacted in the course of work.

Engineering Technician II: (In addition to the Engineering Technician I requirements)

- You possess **knowledge** of engineering policies and procedures; construction, design, survey and land use regulations and ordinances; maintenance needs of public works facilities may be required.
- You possess the **ability** to perform difficult engineering and field survey computations and calculations with speed and accuracy; perform difficult engineering drafting work; reduce, interpret and apply field notes in performance of drafting duties; compile rough data and prepare statistical and narrative reports from field studies; make accurate computations of material quantities, application rates and production measures; work independently with a minimum of supervision.

What You Bring

Any combination of experience and training 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:

- Equivalent to completion of the twelfth grade, supplemented by college level courses in mathematics and drafting.
- One year experience in technical field and/or office engineering work.
- Possession of, or ability to obtain, an appropriate, valid California driver's license.

Engineering Technician II: (In addition to the Engineering Technician I qualifications)

- One year of experience performing duties comparable to those of an Engineering Technician I in the City of San Mateo.

Bonus Points (highly desirable)

- Possession of an Engineer-in-Training (E.I.T) certificate
- A Bachelor of Science degree from an accredited college or university with major course work in civil or structural engineering or architecture
- One to two years of experience in municipal government
- One to two years of experience as an engineering intern
- Experience with AutoCAD
- Experience with ESRI/ ArcGIS Software

What We Offer

- **Salary:** Engineering Technician I - \$6,648 - \$7,931/month; Engineering Technician II - \$7,651 - \$9,126/month
- Comprehensive benefits package including generous paid leave and health benefits
- CalPERS retirement (2% @ 55 for classic members; 2% @ 62 for new members). Classic employees contribute 8.34% to CalPERS and New members contribute 7.50% to CalPERS.
- Participation in the Social Security Program
- Programs: Deferred Compensation plan with City match up to 0.5% of base salary, City will contribute 0.5% of base salary to the deferred compensation plan, and 1% City contribution to a Retirement Health Savings Account
- Free Fitness classes through City of San Mateo Parks and Recreation, Employee Assistance Program and Credit Union Membership
- Bilingual Diff: \$90 bi-weekly (if applicable)
- This classification is represented by the San Mateo City Employees' Association

Are You Ready? Apply.

Submit an online application, résumé (*required*), and supplemental questionnaire at www.calopps.org or to the Human Resources Department, City of San Mateo, 330 W. 20th Avenue, San Mateo, CA 94403, (650) 522-7260.

Application Deadline

Recruitment will close by **Friday, July 25, 2025 @ 5:00 p.m.**

Interview Process

All applications, résumés (*required*), and supplemental questionnaires received will be reviewed for minimum qualifications. Résumés are required but do not take the place of a completed employment application. A fully completed application is required; a résumé does not replace the information required on the employment application, including work history. Applications with "see résumé" as a substitution for the work experience description, those with none or unclear current/past employment information, or those with insufficient information to evaluate possession of minimum qualifications will not be considered; missing information cannot be assumed. A limited number of the most highly qualified applicants will be invited to participate in the examination process, which may consist of an oral panel interview, written exercise, training and experience application review, or in the form of a practical demonstration of skill and ability, or any combination of these; an Zoom oral board is tentatively scheduled for **Thursday, August 21, 2025.**

An eligible list will be established for those who pass the examination process. Current and future vacancies may be filled from this list. The list will remain in effect for at least six months with the possibility of an extension for an additional six months. Once placed on an eligible list, and at the time a vacancy occurs, eligible candidates may be contacted by the hiring department and scheduled for additional department interviews.

Date Posted – June 16, 2025

Note: *The City of San Mateo reserves the right, at its discretion, to limit the number of qualified candidates invited to the selection process. **ALL RESPONSES WILL BE CONDUCTED VIA THE EMAIL ADDRESS PROVIDED IN YOUR ONLINE APPLICATION.** Therefore, it is imperative that you provide an email address to which you have access, and it is recommended that you frequently check your email for notices from: sanmateo@CalOpps.org.*

Fine Print

Prior to hire, candidates will be required to successfully complete a pre-employment process, including a driving record review, reference check, and Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background checks. A conviction history will not necessarily disqualify an applicant from appointment.

The policy of the City of San Mateo is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, age, religion, ancestry, physical or mental disability, sexual preference, marital status, or national origin. It is the intent and desire of the City of San Mateo that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms and conditions of employment.

In compliance with the Americans with Disabilities Act, applicants requiring accommodations for any part of the testing or recruitment process must notify lcoles@cityofsanmateo.org or (650) 522-7264 seven (7) days in advance of the deadline for the part of the process requiring accommodations. Do not upload any documents related to your request for accommodation in CalOpps. The City of San Mateo complies with employment provisions of the Americans with Disabilities Act.

CITY OF SAN MATEO
Engineering Technician I/II

Supplemental Questionnaire

Please provide answers to the following questions, limiting your response to one (1) page each. Responses to the supplemental questions will be used in the selection process. Usage of Artificial Intelligence (AI) software (e.g., ChatGPT) is not acceptable. Neatness, clarity of expression, grammar, spelling, and ability to follow instructions will be considered in evaluating your responses. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position; do not put "see resume" or copy parts of resume/work duties as a response. (Questionnaire responses must be submitted with the employment application.)

1. Describe how your background and experience qualifies you for this position.
2. This position will require communication with residents regarding service requests and public complaints within the City's Right-of-Way. Describe your customer service experience as it pertains to this position and why that experience makes you a good fit for this position.