



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

**SENIOR
ENGINEERING
TECHNICIAN
(DRAFTING/DESIGN
AND SUPPORT
SERVICES)**

#2582

SALARY:

\$7,503 - \$9,119 / Monthly

*Closing date 2/1/2019 at 5:00pm
or upon receipt of the first 100
applications
(Opened 1/14/2019)*

Application Process

Apply online at
www.CalOpps.org

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Human Resources Division upon submittal of application.

Selection Process

Oral Board Interview
Tentatively scheduled for
February 21, 2019

All applications will be reviewed for completion, relevant education, experience, training and other job related qualifications. Those who best meet the stated qualifications and requirements for the position will be invited to participate in the selection process. The specifics of the selection process will be communicated to those selected candidates.



ABOUT THE CITY

The City of Redwood City is a San Francisco Bay Area community located in the heart of Silicon Valley, the technology-rich region extending from the San Francisco shoreline to the foothills of the Santa Cruz Mountains. Redwood City is the third largest city within the County of San Mateo, with over 82,881 residents. The city enjoys an average of 255 sunny days a year, which it boasts via the city slogan:

"Climate Best by Government Test". We are a community that believes in working together to maintain and improve our quality of life. In fact, the City Council of Redwood City formally adopted a "Core Purpose" - *Build a Great Community Together*. This represents our commitment to community building, which is a crucial part of how we do business every day. Become a part of the team and join us in building a great community!

ABOUT THE POSITION

The City of Redwood City invites you to apply for the position of **Senior Engineering Technician (Drafting/Design and Support Services)**. This is the advanced journey level position of the paraprofessional engineering class series. The current opening will work primarily in the area of capital improvement plans and specification preparations and civil engineering design supports, in the Community Development Services Department.

Typical responsibilities include, but are not limited to:

- Prepare accurate simple design layouts, engineering base maps, and final improvement drawings in accordance with industry and City CAD and technical drawing standards and practices using AutoCAD/Civil 3D.
- Prepare accurate as-built drawings for completed improvement projects using AutoCAD. Assist in monitoring and maintaining record drawing database.
- Assist engineering staff in conducting field and office studies/investigations, preparing diagrams, maps, and reports.
- Participating in project survey and design, and in the preparation of the improvement project reports, plans, specifications and estimates.
- Prepare plans and specifications for the construction of routine and minor public works projects and assist in this regard for larger projects; research project design requirements; perform calculations; prepare estimates of time and material costs.
- Perform title searches, research rights-of-way and easements based on legal descriptions.
- Attend staff meetings regarding public works and utility matters.
- Make field checks of project sites or survey area to verify survey results of features. May perform field inspections and participate in survey work.
- Assist in the coordination of office and field engineering tasks with other City departments and outside agencies.
- Prepare a variety of special engineering-related reports and studies. Prepare and interpret legal descriptions.



BENEFITS

The successful candidate will enjoy the following benefits:

- Public Employees Retirement System (PERS) 2%@60 for current members, 2%@62 for new members
- Opportunity to select from a variety of health plans that are administered by PERS; Maximum City contribution is \$1,768/month Dental & vision insurance Employee Assistance Program
- Vacation leave: 10-25 days per year
- Sick leave of 12 days per year
- Fourteen paid holidays per year
- Fitness center access at City facilities
- Commuter program available (6 minute walk from Caltrain)

CITY VALUES

Our Core Purpose:
Build a Great Community Together

The values that guide us are:

- **EXCELLENCE:** Passion to do our best in each moment.
- **INTEGRITY:** Do the right thing, not the easy thing.
- **SERVICE:** We care and it makes a difference.
- **CREATIVITY:** Freedom to imagine and courage to act.

- Respond to routine inquiries from developers, contractors, and the general public regarding City requirements relative to the construction, alteration and maintenance of public works facilities. Perform related duties as assigned.

Incumbents may also be assigned to or assist Construction Inspections Services, which includes field inspections of various structures such as utilities, streets, sidewalks, gutters, and other offsite constructions, or Permitting Services, which includes issuance and closure of engineering construction and utilities permits; coordinate and conduct bid openings, tabulate bid results, and assist the public with routine and technical information among other duties.

THE IDEAL CANDIDATE

Will embrace the City's emphasis on excellent customer service; will be a team player who can work independently with all members of the public, including contractors, property owners, and others contacted in the course of work; will demonstrate excellent verbal and written communication skills; a self-motivated individual who is experienced in civil engineering technical drafting principles and practices. The successful candidate must be experienced and skilled in using AUTOCAD/Civil 3D to prepare plans and maps; and in reading and interpreting construction plans, drawings, and field sketches; will use initiative, independent judgment and time management skills; will demonstrate basic computer skills to operate automated work systems; and will have a sense of humor.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying.

Education & Experience:

Two years of experience similar to that of an Engineering Technician II in the City of Redwood City, or substantial experience leading to knowledge and skills required of a civil engineering computer-aided drafting technician/designer. Education equivalent to completion of the twelfth grade supplemented by college level courses in engineering, mathematics, surveying, or related subjects. An Associate of Arts Degree is preferred.

Licenses & Certificates:

- Must possess a valid California Driver's License and satisfactory driving record.

Knowledge of:

- Principles, methods, materials, equipment and safety hazards of construction and surveying
- Defects and faults in construction
- Basic mathematics including algebra, geometry, and trigonometry
- Basic soil mechanics and geology
- Materials sampling, testing, and estimate procedures
- Basic engineering mechanics of structures
- Applicable laws, regulations, codes and departmental policies governing the construction of assigned projects



- Principles and practices of civil engineering as performed by a paraprofessional engineering position
- Computer-aided drafting techniques and surveying practices. Knowledge of or experience in GIS Mapping is desirable.
- Policies and regulations governing the construction, extension and maintenance of systems and facilities associated with areas of assignment
- Methods and techniques of engineering design, investigation, drafting, and estimating
- Standard and accepted English usage, spelling, grammar, and punctuation.
- Modern office operations, record management methods, software, equipment and practices.

Ability to:

- Understand and interpret engineering plans and specifications and prepare accurate engineering records.
- Deal firmly and tactfully with contractors, engineers and property owners.
- Communicate clearly and concisely, orally and in writing.
- Perform technical research and provide reliable staff support for work on engineering projects.
- Perform engineering calculations with speed and accuracy.
- Oversee the work of others.
- Use and care for engineering and drafting instruments and equipment.
- Assist with the preparation of plans, drawings, specifications, diagrams, and sketches pertaining to public works development and maintenance projects.
- Operate a variety of automated office equipment including computer, and related applicable software, printers and plotters.
- Expertly use AutoCAD to prepare improvement plans, as-builts, and maps. Practical knowledge and training in Civil 3D is highly desirable.

A City application including supplemental questionnaire is required. Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including the following:

- Criminal History Check
- DMV Check

Prior to appointment, candidates will also be required to pass a pre-employment physical at no cost to the candidate.

**SUPPLEMENTAL QUESTIONNAIRE
SENIOR ENGINEERING TECHNICIAN (DRAFTING/DESIGN AND SUPPORT SERVICES) #2582
CITY OF REDWOOD CITY**

Please limit your response to no more than one page for each question.

1. Describe your length and depth of experience in civil engineering design and AutoCAD/Civil 3D drafting of pipelines improvement plans and profiles.
2. Describe your length and depth of experience in the fields including construction inspections and topographical surveys.

***The City of Redwood City is proud to be an Equal Opportunity Employer!**
The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire.
Any provisions contained in this bulletin may be modified or revoked without notice.*