



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

RIGHT-OF-WAY CONSTRUCTION INSPECTOR (SENIOR ENGINEERING TECHNICIAN)

#2507

SALARY:

\$7,284 - \$8,853 / Monthly

*Open Until Filled
with first batch of application review by
3/1/18*

(Opened 2/1/2018)

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

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 **Right-of-Way Construction Inspector (Senior Engineering Technician)**. This is the advanced journey level position of the paraprofessional engineering class series. The current opening will work primarily in the area of construction inspection for right-of-way infrastructure and new development, in the Community Development Services Department.

Typical responsibilities include, but are not limited to:

- Inspect various structures such as utilities, streets, sidewalks, gutters, and other offsite construction.
- Check line, grade, size, elevation and location of structures for conformance with specifications and regulations.
- Attend pre-construction conferences.
- Inspect materials for identification as conforming to specifications.
- Take samples of materials for examination or analysis by laboratories.
- Perform tests on soils and concrete and monitor cathodic protection systems.
- Perform routine field tests.
- Observe work during progress and upon completion.
- Confer with property owners regarding project schedule, hazards and inconvenience.
- Monitor manpower reports and payroll for compliance with State and Federal regulations.
- Prepare necessary reports for progress payments; preparing daily activity records and reports.
- Coordinate work with City departments and utilities.

Incumbents may also be assigned to Drafting/Design and Support Services, which includes preparation of maps, documents, records, studies, plans, and specifications, among other duties.



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 \$1,800/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.

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; will be well-versed in applying CalTrans methods to right-of-way construction inspection; 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 in one or more construction trades leading to knowledge and skills required of a construction inspector. 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
- 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
- Drafting techniques and surveying practices
- 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

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.
- Learn to test soils, concrete, and related material samples.



- Perform the entire range of construction inspection activities with a minimum of supervision.
- Use and care for surveying instruments.
- 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.
- Prepare real property legal descriptions and other engineering records.
- Assist with the preparation of plans, drawings, specifications, diagrams, and sketches pertaining to public works development and maintenance projects.

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
RIGHT-OF-WAY CONSTRUCTION INSPECTOR (SENIOR ENGINEERING TECHNICIAN) #2507
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 conducting right-of-way construction inspections.
2. Please tell us your familiarity and experience with applying CalTrans Standard Specifications to construction inspection work.
3. In an inspector role, list the types of field equipment you have used and the testing you have conducted. Describe your experience as basic, proficient, or advanced for each.

[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.*