



City of Fountain Valley Engineering Technician III

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| SALARY | \$37.95 - \$46.13 Hourly \$3,036.14 - \$3,690.44 Biweekly \$6,578.30 - \$7,995.96 Monthly \$78,939.55 - \$95,951.52 Annually | LOCATION | Fountain Valley, CA |
| JOB TYPE | Non-exempt FLSA | JOB NUMBER | 2023-30 |
| DEPARTMENT | Public Works | DIVISION | Engineering |
| OPENING DATE | 05/14/2024 | | |

Description

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Scan Me:



CLASS DEFINITION:

Performs responsible journey-level technical drafting, office, and field engineering work; assists the general public; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This classification is the third level in the Engineering Technician series. Incumbents perform complex technical drafting, office, and field engineering work with independent judgment.

SUPERVISION RECEIVED:

The incumbent works under the general supervision of the higher-level engineering staff, including Assistant Engineer, and Engineering Associate.

Job Overview

- Supervise field survey work conducting preliminary location, construction, property, and topographic surveys.
- Prepare plans and specifications, including design calculations, estimating, and layout of engineering designs.
- Review design plans and specifications for accuracy, completeness, and conformance with applicable Federal, State, and City codes and regulations.
- Prepare bid specifications and contract documents, project budget and cost estimates, and review bids submitted.
- Participate in project design meetings and review plans, specifications, and engineering drawings for conformance to applicable codes.
- Prepare and make recommendations for revisions and/or improvements to construction plans and specifications.
- Review and check improvement plans and subdivision maps for compliance with City standards and conditions.
- Oversee construction projects and day-to-day construction activities to ensure compliance with plans and specifications, evaluate change orders, resolve problems, and coordinate field inspection with the Public Works Inspector.
- Prepare progress payments for contractors; coordinate inspections with other departments; make recommendations for change as appropriate; close out projects.
- Issue right-of-way encroachment permits.
- Perform survey and difficult drafting work.
- Prepare and maintain necessary records and reports.
- Participate in outdoors related engineering field activities including traffic signal equipment monitoring & adjusting, data collection, project observations, project documentation, and review of project field elements.

OTHER JOB-RELATED DUTIES:

- Perform other duties as assigned.

Qualification Guidelines

EDUCATION:

90 semester units or equivalent in engineering, physical sciences, or related field;

AND

EXPERIENCE:

Two (2) years of closely related experience in engineering work.

OR

EXPERIENCE:

Four (4) years of closely related engineering work experience which would have provided the required level of knowledge, skills, and abilities required to perform technical engineering duties.

REQUIRED KNOWLEDGE AND SKILL LEVELS:

- Principles, practices, terminology, techniques, and methods of drafting, surveying, and engineering.
- Municipal engineering policies, and procedures; construction, design, and survey techniques.
- Contract administration including the criteria used in the design of projects; methods, materials, Public Works performance and payment bonds; construction bidding and change orders; equipment and safety hazards of construction projects.
- Engineering plans, maps, and records.
- AutoCAD (Computer Aided Drafting).

REQUISITE ABILITIES:

- Read and interpret blueprints, electrical schematics, architectural, and engineering drawings.
- Perform complex engineering and mathematical calculations with speed and accuracy.
- Perform complex engineering drafting work.
- Operate computer software programs including Word, Excel, PowerPoint, Access, and AutoCAD.
- Interpret engineering drawings and public works standards.
- Make accurate computations of material quantities, application rates, and production measures.
- Respond to public requests and inquiries.
- Understand and follow complex oral and written instructions with a minimum of supervision.
- Establish and maintain effective working relationships with employees, City officials, and the public.
- Communicate effectively, both orally and in writing.

- Maintain accurate and orderly files.
- Use independent judgment and initiative.

LICENSE REQUIRED:

A valid California Class "C" Driver's License.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS:

Work is primarily performed in an office environment requiring prolonged sitting or standing; walking, kneeling, crouching, squatting, stooping, and bending; input data into a computer terminal; exposure to computer glare, vibrations, and pitch; ability to lift, carry, and move objects totaling approximately 25 pounds in weight; and have mobility, vision, hearing, and dexterity levels appropriate to the duties to be performed and may be required to work outdoors with exposure to direct sunlight, heat, humidity, rain, wind, cold, and noise levels.

NOTE:

The above statements are intended to describe the general nature and level of work performed by persons assigned to this job. They are not intended to be a comprehensive list of all duties, responsibilities, and skills required.

FAIR LABOR STANDARDS ACT DESIGNATION:

Non-Exempt

Recruitment Information

INTERESTED APPLICANTS ARE ENCOURAGED TO APPLY IMMEDIATELY AS APPLICATION MAY CLOSE WITHOUT FURTHER NOTICE.

SELECTION PROCESS:

The selection process may include one or more of the following: application review, application assessment, performance test, written test and/or oral interview examination. The employment application, qualifying information questions and/or supplemental questions will be evaluated based on the employment standards and minimum qualifications listed above.

The City of Fountain Valley is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Candidates with a disability who may need accommodation during the selection process must notify the Human Resources Department at least 72 hours in advance of the exam date.

Agency

City of Fountain Valley

Address

10200 Slater Ave

Fountain Valley, California, 92708

Phone

714-593-4506

Website

<http://www.fountainvalley.org/jobs>

Engineering Technician III Supplemental Questionnaire

***QUESTION 1**

What is the highest level of education you have completed?

- High School or GED Equivalent
- Associate's Degree
- Bachelor's Degree

- Master's Degree
- None of the above

***QUESTION 2**

Have you completed a minimum of 90 semester units or equivalent in engineering, physical sciences, or related field?

REQUIRED: Attach a copy of unofficial/official transcripts.

- Yes
- No
- N/A

***QUESTION 3**

How many years of progressively responsible engineering work experience do you possess?

- Less than 1 year
- 1- 2 years
- 2-3 years
- 3-4 years
- More than 4 years

QUESTION 4

Do you have previous municipal experience? If so, please list the agency, position worked, and the duties you were responsible for. If not, please answer N/A.

***QUESTION 5**

Do you possess a State of California Civil Engineer-In-Training Certificate?

- Yes
- No

***QUESTION 6**

Do you possess a valid California Class "C" Driver's License?

- Yes
- No

***QUESTION 7**

Are you related to any present City of Fountain Valley employee(s)? If yes, you must identify the relative below.

- Yes
- No

***QUESTION 8**

If answered 'yes' to previous question please list any relatives presently employed by the City of Fountain Valley. Please note the relative's name and relationships. Relatives included spouses, parents, children, brothers, sisters, mother-in-laws, father-in-laws, brother-in-laws, sister-in-laws, son-in-laws, daughter-in-laws, grandparents, grandchildren, step-parents, stepchildren, nephews, nieces, aunts, uncles, half-brothers, half-sisters, and first cousins.

***QUESTION 9**

I certify that all of the information provided is accurate to the best of my knowledge and belief, and that I understand purposely providing false information may be grounds for disqualification from the process. I have supplied all the applicable information in my application. Examples of incomplete/inaccurate information leading to disqualification include, but are not limited to: noting incorrect department, leaving dates of employment blank, leaving reason for leaving employment blank, leaving duties blank or noting "see resume", etc.

- Agree
- Disagree

* Required Question