



CITY OF GUADALUPE

Engineering Technician - Public Works

SEIU Range 191

JOB DESCRIPTION

DEFINITION:

Under the direction of the Public Works Director or designee, performs moderately paraprofessional work to advanced difficulty applying scientific and technical functions of a civil engineering office; construction and permit processing, including explaining policies and procedures to the public to achieve understanding, cooperation and compliance with codes; performs drafting, computer operation, technical writing, research, map reading, plan review and field inspections; changes or improvements of various public works projects, and performs related duties as assigned.

The Engineering Technician is responsible for performing moderate to difficult engineering, construction or permit processing tasks using independent judgement and specialized technical and scientific knowledge. Must produce a variety of technical materials, correspondence, documents, plans, drawings, specifications, cost estimates and project schedules and ensure quality control and compliance with applicable regulations, standards and policies of a variety of public works projects and processes. May act as lead worker for temporarily assigned employees, or special projects.

KNOWLEDGE/SKILLS:

- Engineering and/or architectural terminology, practices, procedures and basic principles.
- Mathematics, algebra, geometry, trigonometry and statistics related to engineering work.
- Principles, standards and practices of engineering, constructions and maintenance project management; contract management including specification writing, cost estimating techniques, project tracking and required documentation.
- Standard office practices and procedures including manual and electronic file development and maintenance; specialized data gathering and research techniques; methods and procedures for archiving and retrieving technical documents, maps and drawings.
- City operating policies and departmental work procedures and quality standards.
- Federal and state laws and regulations relating to program area; working knowledge of municipal regulating codes pertaining to assigned projects or programs.

EDUCATION/EXPERIENCE:

- Two years of sub-professional engineering experience, including both surveying and drafting work. May substitute two years of experience with 60 college level semester units. Forty of the units must be in Civil Engineering or a related field; and
- Graduation from high school.



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- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
- Possession of a valid California driver's license, Class C, and a satisfactory (clean) driving record.

PHYSICAL REQUIREMENTS:

- Occasionally bend, stoop, crouch, kneel, handle, grip, grasp, extend neck upward, downward, or side-to-side. Frequently reach above, at, and below shoulder level.
- Ability to occasionally lift, carry, push, and pull materials and objects up to 40 pounds.
- Visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed.
- Ability to communicate to exchange information effectively verbally both in the field and in an office environment, to hear and comprehend oral instructions and communications, and to effectively hear construction and traffic noise in the field.
- Frequently use telecommunications equipment; drive motorized equipment/vehicles. Infrequently use a computer.
- Frequently sit, stand or walk.

SALARY RANGE & BENEFITS

HOURLY SALARY: \$27.742 – 37.179, plus benefits

BENEFITS: Vacation, Sick Leave, and Holidays. Medical/Dental/Vision/Life Insurance. 2% @ 55 for "Classic" employees; 2% @ 62 for "PEPRA" employees.

TO APPLY: Go to our website to download an application. Send to:

City of Guadalupe
Attn: Human Resources
P.O. Box 908
Guadalupe, CA 93434

Or email application to: Amelia M. Villegas, HR, @ avillegas@ci.guadalupe.ca.us

OPEN UNTIL FILLED

EQUAL OPPORTUNITY EMPLOYER