



EMPLOYMENT OPPORTUNITY

Engineering Technician Public Works Department

Salary: \$4,842 / monthly / G12

Filing Deadline: 5:00PM, Friday, July 12, 2024

The City of El Centro is seeking to fill a vacant full-time position of Engineering Technician in the El Centro Public Works Department. Applicants should possess the required qualifications as outlined below. Interested applicants should submit a completed job application to the Human Resources Department located at 1275 W. Main St., El Centro by the closing date listed above.

Summary: Under general supervision, performs a variety of technical engineering office and field support work.

Distinguishing Characteristics: Receives supervision from the Associate Engineer.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include tasks, knowledge, skills and other characteristics. The following list is not a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

Examples of Responsibilities:

- Performs drafting and mapping assignments using manual or computer-aided methods.
- Receives and researches inquiries regarding property records, maps, plans, and legal descriptions.
- Copies data and prepares notices.
- Scans maps into computer system.
- Confirms that deeds correctly describe parcels.
- Performs survey work including measuring distances and elevations with appropriate surveying equipment.
- May perform field inspections.
- Assists with preparing estimates for sewer connections, sewer charges, and extension costs.
- Gather samples and perform routine tests on construction materials.
- Assists with and performs inspections of construction projects to verify compliance with specifications and plans.
- Draft construction plans from notes, sketches, and verbal instructions.
- May plot cross-sections, templates, and profiles.
- Prepares charts, diagrams, and visual displays.
- Prepares real property maps.
- Assists with the preparation of job specifications for a variety of projects.
- Issues permits.

- Estimates cost for public right-of-way work.
- Performs plan checks and field reviews for public improvements in commercial and single-family projects.
- Processes business license applications.
- Prepares work orders for City sewer and water functions.
- Provides fee estimates to developers.
- Maintains the City address system.
- Performs a variety of additional engineering office and field support work.

The preceding activities are examples of the types of work performed by positions assigned to this job classification. The City reserves the right to add, modify, change, or rescind work assignments as needed.

QUALIFICATIONS GUIDELINES

Education/Experience/Training:

REQUIRED (must meet one of the following):

- Equivalent to a high school diploma. At least two (4) years of experience in the field of technical engineering supplemented by completed coursework in the areas of algebra, trigonometry, geometry, drafting, or other subject areas closely related to engineering.
- Equivalent to an Associate in Science (A.S.) degree in drafting/engineering or a closely related field and two (2) years of experience in the field of Technical Engineering.
- Equivalent to a four (4) year degree (BS) in Drafting/Civil Engineering/Construction Management or closely related field.
- California Class C driver's license and an acceptable driving record must be maintained.

Knowledge of:

- Engineering technical support work, including drafting, mapping, and property descriptions.
- Engineering mathematics, including algebra, geometry, and trigonometry.
- Data collection and analysis.
- Use of computers and computer applications related to engineering work.
- Microsoft Office including Word, Excel, and PowerPoint.
- Skills in the use of AutoCAD.
- City permit issuing procedures and policies.
- Standard office practices and procedures.
- Application and standard construction practices for installation of sewer, water, storm drains, and streets.

Ability to:

- Perform a variety of engineering office and field support work.
- Use drafting materials and equipment.
- Analyze and ensure the accuracy of property descriptions.
- Develop and prepare accurate records, sketches, and notes.
- Read and interpret maps, drawings, and property documents.
- Estimate fees and issue permits.
- Make accurate mathematical calculations.
- Use a computer and computer applications to perform engineering support work.
- Effectively represent the City Department to which the position is assigned in contact with the public, contractors, developers, and other governmental agencies.
- Attend meetings related to the work of an Engineering Technician.
- Establish and maintain cooperative working relationships.

Environmental Factors and Conditions/Physical Requirements:

- Work is routinely performed inside and at times could be exposed to the outdoor environment with constant exposure to inclement weather and varying temperatures.
- Subject to standing, walking, sitting, bending, reaching, kneeling, climbing ladders, and occasionally lifting of objects up to 50 pounds.
- May be required to travel to and from meetings.

If you have a disability that requires assistance at any point in the recruitment process (for example, filling out applications, testing, interviewing), please notify the Human Resources Department. The City of El Centro performs job-related medical/physical evaluations and pre-employment/promotional drug screening. EEO/ADA.