



THE COUNTY OF EL DORADO
invites applications for the position of:

Sr. Engineering Technician

SALARY: \$29.10 - \$35.37 Hourly
\$5,044.00 - \$6,130.80 Monthly
\$60,528.00 - \$73,569.60 Annually

OPENING DATE: 06/20/17

CLOSING DATE: 07/09/17 11:59 PM

Department: Community Development Agency

Location: Placerville, California

DESCRIPTION:

The County of El Dorado is conducting this recruitment to fill one (1) full time vacancy in the Community Development Agency, Transportation Division located in Placerville, CA. It will also establish a list which may be used for up to three months to fill future full time, part time, and extra help vacancies throughout the county.

A Training and Experience Evaluation may be utilized to determine applicant ranking and placement on the eligible list. Based upon responses to the supplemental questionnaire, the applicant's education, training and experience will be evaluated using a pre-determined formula.

DEFINITION

Under general supervision, performs a variety of the most difficult and complex technical and paraprofessional engineering support work in the field and in the office; may have responsibility for the day-to-day operations of an assigned technical engineering support area; provides lead direction and training for other staff.

DISTINGUISHING CHARACTERISTICS

This is the working lead/advanced specialist level in the Engineering Aide/Engineering Technician class series. Incumbents work with considerable independence performing the most difficult, complex, and specialized work in an assigned area of expertise. Also, they may have day-to-day responsibility for an assigned technical support area and/or regularly provide lead direction and training for other staff. Some positions within the classifications of Senior Engineering Technician may be filled on a permanent, seasonal basis. This classification is distinguished from that of Principal Engineering Technician in that the latter is the first full supervisory level of the engineering technical series. Positions allocated to this class are characterized by one or more of the following:

Inspection and Permit Support

- Has day-to-day responsibility for coordination and operation of encroachment permit functions.
- Performs construction contract administration, monitoring, and compliance inspection on the more complex projects.
- Administers agreements between the County and private development.

Materials Testing

- Has day-to-day responsibility for coordination of the Materials Testing Laboratory.
- Provides lead direction and work direction for others performing materials testing and sample collection work.

Office and Field Engineering

- Has specialized responsibilities for right-of-way work in an assigned area of the County.
- Has significant responsibility for traffic engineering projects, including coordination with other agencies.
- Assists in preparation of plans, specifications, estimates and constructability oversight.

Surveying

- Has specialized responsibilities for public utility coordination efforts associated with the survey portion of Capital Improvement projects.
- Has primary responsibility for collection and calculation of office and field data for topographic mapping, right-of-way, and boundary control.
- Provides lead direction and coordination for other staff assigned to field and office survey work.
- Performs construction staking and field surveys on a variety of projects as directed.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Develops, proposes, and implements solutions to engineering, drainage, traffic, safety, and environmental/erosion problems, including completion of drawings, and coordination with other government agencies.
- Collects field data for topographic mapping, right-of-way information, boundary control, and horizontal and vertical control networks and performs office reduction of field data, preparing requisite maps and documents
- Performs construction contract administration on the most complex projects, including preparing Contract Change Orders, auditing of contractor claims, computing appropriate compensation, labor compliance and negotiating agreement with contractors.
- Performs construction inspection and reviews change orders.
- Plans, organizes, coordinates, and carries out Encroachment Permit functions and activities, including resolving of citizens complaints and inquiries.
- Coordinates and performs materials sampling and testing for construction inspection, including the training of laboratory and inspection personnel.
- Compiles, composes, and produces Engineering and Traffic surveys, including gathering of field data, researching of records, and presentation of recommendations and solutions to concerned parties and investigation of citizen complaints. Has responsibility for traffic records, database, and map information.
- Identifies necessary property acquisitions including researching information regarding the preparation of grants of easement, easement acquisition agreements, certificates of acceptance, quit claim deeds, subordination agreements, and right-of-way abandonment resolutions.
- Administers agreements between County and private development.
- Prepares specialized erosion control project site improvements/acquisitions grants and supporting documents.
- Represents the County at mandatory pre-bid, pre-construction, and informal field meetings.
- Reviews and comments on Environmental Impact Reports and other development proposals.
- Makes a variety of complex engineering and mathematical computations.
- Uses a computer and electronic calculator to solve a variety of engineering related problems.
- Prepares and maintains accurate records, correspondence, technical or narrative reports.
- Coordinates California Conservation Corps (CCC) projects including preparation of designs and specifications, ordering of materials, and supervising and training crewmembers.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs other duties as assigned.

EDUCATION & EXPERIENCE REQUIREMENTS (TYPING "SEE RESUME" IN APPLICATION WILL NOT BE ACCEPTED):

Where college degrees and/or college course credits are required, degrees and college units must be obtained from a regionally accredited college or university. Courses from non-regionally accredited institutions will not be evaluated for this requirement.

Four years of engineering or technical support work at a level equivalent to the County's Engineering

Technician. Completion of college level courses in geometry, algebra and trigonometry is highly desirable. Equivalent to completion of two years of college, possession of an Associate of Arts/Science degree in a pre-engineering or closely related curriculum, or possession of a valid California certificate as an Engineer-In-Training may substitute for two years of the required experience.

NOTE: The above qualifications are typically accepted ways of obtaining the required knowledge and skills.

OTHER REQUIREMENTS:

Possession of a valid driver's license. Must be willing to work outdoors in a variety of weather conditions. Must be willing to work overtime and off hour shifts in emergency situations. Some positions may require lifting and carrying objects weighing up to sixty (60) pounds.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.edcgov.us>

Position #1706-02917
SR. ENGINEERING TECHNICIAN
MA

330 Fair Lane
Placerville, CA 95667
530-621-5565

edcjobs4u@edcgov.us

Sr. Engineering Technician Supplemental Questionnaire

- * 1. To provide us with an opportunity to evaluate your background, responses to the Supplemental Questions are required in addition to your application. The information you provide will be used to determine your eligibility to continue in the selection process for this position. All work experience that is described or included in your response(s) MUST be included in the "Work Experience" section of your application. (Do not refer to a resume or other documentation.)
 - ☐ I acknowledge receipt of this information
- * 2. This position requires a valid driver's license. Do you possess a valid driver's license?
 - ☐ Yes
 - ☐ No
- * 3. What is your highest level of education?
 - ☐ High School or GED
 - ☐ Some College
 - ☐ Associate's Degree
 - ☐ Bachelor's Degree
 - ☐ Master's Degree
 - ☐ Juris Doctorate
 - ☐ PhD or MD
 - ☐ None of the above
- * 4. In what field did you receive your degree?
 - ☐ Building Inspection
 - ☐ Engineering
 - ☐ Architecture
 - ☐ Construction
 - ☐ Other
 - ☐ Not Applicable
- * 5. Do you possess a valid California certificate as an Engineer-in-Training?
 - ☐ Yes ☐ No
- * 6.

How many years of engineering or technical support work at a level equivalent to the County's Engineering Technician do you have?

- ☐ I have no experience in this area
- ☐ Less than two years
- ☐ Two to four years
- ☐ Four years or more

- * 7. Describe your relevant education and training background in Traffic Operations and Traffic Engineering or similar fields. Include classes, degrees earned, major field of study and any other professional training. Attach degrees or certifications as applicable. Please type N/A if this does not apply.
 - * 8. Describe your work experience with civil engineering report writing and other forms of technical communication, ie., verbal, e-mail, or formal letter writing. Include technical applications of your communications, level of responsibility, formality, the communication's audience, etc. Please type N/A if this does not apply.
 - * 9. Describe your work experience working with the public or consultants/parties outside of your work place. Also, describe any project management or work in which you were the lead person or project manager. Please type N/A if this does not apply.
 - * 10. Describe your work experience with traffic control devices; traffic control device installation, signage installation or traffic control design or planning. Include technical applications of your work experience, ie., projects worked on, supervision of traffic control work, local/state code interpretation, manual reading or interpretation. Please type N/A if this does not apply.
 - * 11. Describe your experience with computers and various computer programs with which you have working knowledge and identify your level of proficiency with each, ie., Microsoft Access, GIS, Microsoft Word, Microsoft Spreadsheets, Speed Survey Software, Traffic Collision Software, Road or Traffic Computer Programs, Scheduling Software, etc. List any training level certifications for various relevant computer programs. Include your relevant employer(s), position(s) held, years of experience, and specific roles and responsibilities using relevant computer software and programs. Please type N/A if this does not apply.
- * Required Question