

ENGINEERING TECHNICIAN II
Facilities Planner/Project Management Assignment
Department of Public Works
Marin County, San Rafael, CA
\$5,322 - \$6,339 / Month

At the County of Marin, our employees overwhelmingly report feeling their work is meaningful, they like the work they do and they are proud to tell people "I work for the County of Marin."

The Marin County Human Resources Department and the Marin County Department of Public Works are announcing a recruitment for the position of Engineering Technician II. There is one full-time, regular vacancy in the Capital Projects Division. The Engineering Technician II will be responsible for the development, coordination and implementation of routine projects. These projects can include space planning, accessibility improvements, and alteration projects on County facilities. All projects must be planned and performed in conformance with local, state and federal standards and codes. The position requires programming (analysis of required project parameters to meet the needs of the client); development of appropriate project scope; managing the development of plans and specifications (either through outside design partners or through internal resources); cost estimates (PS&Es); financial management of specific project-dedicated funding; and the development and application of required project scheduling.

The position may also require the development of plans using AutoCAD or other design software. The application of organizational principles is required, and includes the development and distribution of technical memorandums and other technical writing assignments and preparation of bid documents/contracts necessary to implement Capital projects. In the construction management phase, the work would include communicating effectively with internal and external clients, assisting in inspecting the construction on the job site, reviewing and approving required project documentation (i.e., submittals, RFIs, change orders, etc.) and tracking project completion and processing payments. Capital projects include, but are not limited to, tenant improvements; repair, retrofit or replacement of building systems; accessibility projects; roof replacement or repairs; and fire alarms/life safety projects. Some projects require adherence to required historic preservation guidelines.

The highly qualified candidate will have experience with AutoCAD. The candidate is an effective communicator, both orally and in writing. The candidate is customer-focused and has strong interpersonal skills in working with staff, other county departments, engineers, design professionals, contractors, other agencies and the public. The highly qualified candidate will successfully carry out projects and assignments independently yet thrives in a team environment that encourages cooperation, communication and mutual sharing of risk, responsibility and reward. The candidate will be a highly motivated individual.

We recognize your time is valuable, so please do not apply if you do not have at least the following required minimum qualifications: Academic course work in plane geometry, trigonometry, algebra or surveying and one year experience at the Engineering Technician I level.

SPECIAL REQUIREMENTS: Please note that all offers are contingent upon passing a County physical and a LiveScan (Background Check). Additionally, candidates must have the ability to travel to alternate work locations throughout the County.

FILING DEADLINE: Friday, April 20, 2018 by 4:00pm. Resumes are not accepted in lieu of County application and supplemental application form. Apply online at: www.marincounty.org/Jobs or contact Marin County HR Dept, Rm 415, 3501 Civic Center Dr., San Rafael, CA 94903. Paper or Faxed application documents will not be accepted. If you need assistance completing an online application, contact us at 415 473-2126. EEO/TTY