



CITY OF VENTURA
invites applications for the position of:

ENGINEERING TECHNICIAN / SENIOR ENGINEERING TECHNICIAN

SALARY: \$27.52 - \$36.77 Hourly

DEPARTMENT: Ventura Water

**OPENING
DATE:** 12/08/22

**CLOSING
DATE:** 01/23/23 05:30 PM

THE POSITION:

The City of Ventura Water Department is looking to for an **Engineering Technician/Senior Engineering Technician** to join our award-winning team! If you are looking for a great opportunity to demonstrate your GIS skillset and grow your experience, this position may be for you.

This classification is flexibly staffed, and the position may be filled at either level depending on the qualifications of the incumbent and the staffing needs of the city.

WHAT YOU'LL DO

The Engineering Technician/Senior Engineering Technician utilizes Geographic Information Systems (GIS) applications including ArcGIS Pro and ArcGIS online to maintain Ventura Water's Electronic Atlas (E-Atlas) of the water, wastewater, and reclaimed water systems. This technician updates and verifies information, performing field inspections and obtaining information from surveys and maintenance staff. Working to synchronize the GIS, asset management software and hydraulic models, the Engineering Technician/Senior Engineering Technician collaborates with the Utility Asset Management System Specialist to update attributes in the asset management system. This position is responsible for responding to requests from developers, contractors and the general public related to construction and maintenance involving the Water Department.

WHO YOU ARE

You have a desire to join a dedicated team committed to providing the highest level of customer service to citizens of the City of Ventura!

Through education, training and/or experience you can:

- read and interpret engineering drawings
- write clearly and succinctly in preparing correspondence and a variety of other communication settings
- build appropriate rapport, listening with intent and responding appropriately even when in disagreement
- use rigorous logic and methods to solve difficult problems with effective solutions
- establish and maintain working relationships with staff, developers, contractors, and the general public

- interpret standard plans, specifications, survey notes, and statistical information and apply them to specific cases
- perform engineering calculations; and perform independent technical research within area of assignment

MORE INFORMATION

For additional information on the duties and responsibilities of the position, refer to the job descriptions located on the City's Career Page at www.cityofventura.ca.gov/jobs or by clicking here [ENGINEERING TECHNICIAN/SENIOR ENGINEERING TECHNICIAN](#).

THE SCHEDULE

This recruitment will follow the below timeline.

- **Monday, January 23, 2023, 5:30 pm** – Application Deadline. *Applications must be submitted by this date to be considered for the position.*
- **Tuesday, January 24, 2023** - Candidates will be notified by email of their status by this date.
- **Week of February 6, 2023** - Oral Panel Interview are tentatively scheduled for this date. *Qualifying candidates will be notified by email if they are invited to the panel interview process.*
- **Week of February 20, 2023** - Department Selection Interviews are tentatively scheduled for this date. *Qualifying candidates will be notified by email if they are invited to the panel interview process.*
- **Monday, March 13, 2023** – Candidates will be notified of the outcome of the interview by this date.

The timeline dates are subject to change. Candidates will be notified as necessary.

SALARY AND BENEFITS

The City offers a total compensation package that includes both a generous salary and other benefits!

- **SALARY:**
 - **Engineering Technician:** \$27.52 - \$33.45 Hourly DOQ
 - **Senior Engineering Technician:** \$30.25 - \$36.77 Hourly DOQ
- **BENEFITS:** Refer to the benefits tab on the job posting for specific information on City benefits.

HOW TO APPLY

To be considered for this exciting opportunity, please complete an online City Job Application and supplemental questionnaire by the filing deadline, **Monday, January 23, 2023, 5:30 pm** .

If you have questions about the recruitment process, please contact Human Resources at recruitment@cityofventura.ca.gov.

POSITION QUALIFICATIONS:

Engineering Technician: A combination of education, training and experience equivalent to completion of high school supplemented by college level courses in computer-aided drafting, Geographic Information Systems (GIS), engineering, or mathematics, and one year of

experience in drafting, surveying or another area specifically related to civil or traffic engineering are required. An Associate of Arts in an engineering-related field is preferred.

Senior Engineering Technician: In addition to the requirements of Engineering Technician, 18 months of paraprofessional engineering experience equivalent to that of an Engineering Technician with the City of Ventura is required.

License: Depending on assignment, possession of a valid California Class C driver's license may be required.

Certificate: When assigned to the Engineering Services/Survey Division, possession of a valid Land Surveyor-in-Training (LSIT) certificate is desirable.

APPLICATION AND INTERVIEW PROCESS:

YOUR APPLICATION

Submit an online City job application and supplemental questionnaire by the filing deadline or first review date at www.cityofventura.ca.gov/jobs. It is important that your City job application show all the relevant education, training, and experience you possess. Resumes, CVs and cover letters may be attached to your application but will not be accepted in lieu of a completed job application or supplemental questionnaire. Submitting an incomplete application or supplemental questionnaire, may disqualify you from further consideration in the recruitment process.

DEADLINE TO APPLY:

Applications and supplemental questions will be accepted until **Monday, January 23, 2023, 5:30 pm**.

APPLICATION REVIEW:

All applications and supplemental questionnaires submitted will be screened in relation to the criteria outlined in this job announcement. Candidates will be reviewed and only those candidates be most qualified on the basis of experience, training and education, as submitted, will be invited to participate further in the selection process. Candidates will be notified about their status after the filing deadline.

INTERVIEW DATES AND INFORMATION:

A select number of candidates will be invited to a qualifying panel interview process that is tentatively scheduled for **Week of February 6, 2023**. Select candidates will be notified of specifics after the filing deadline. *Please note, given the current COVID-19 situation, initial panel interviews may be conducted via video teleconference. Selected applicants will be notified of specifics at the appropriate time.*

The department selection interviews are tentatively scheduled for **Week of February 20, 2023**. Candidates selected to move forward will be notified.

The Eligibility List established for this classification may be used to fill other regular and temporary vacancies at the discretion of the City.

In compliance with the Americans with Disabilities Act (ADA), if you need an accommodation in a selection process, please notify the Human Resources Department in writing by the final filing date of the position you are interested in. The Human Resources address is: 501 Poli Street, Room 210, Ventura, CA 93001, (805) 654-7853, e-mail: recruitment@cityofventura.ca.gov.

THE ORGANIZATION:

The City of Ventura operates under the Council/ Manager form of government under a charter adopted by voters in 1934, with an elected seven-member City Council. This full-service municipality is supported by 11 major City departments: City Manager, City Attorney, Finance, Information Technology, Human Resources, Community Development, Parks & Recreation, Fire, Police, Public Works, and Ventura Water. The City's Adopted FY 2021/2022 Budget totals approximately \$303.4 million. The City Council and the City Manager are dedicated to the highest standards of integrity, public service, and innovative approaches to governing.

To learn more about the City of Ventura, please visit www.cityofventura.ca.gov and view the FY2021-22 Adopted Budget.

CITY OF VENTURA

The City of Ventura is located just north of Los Angeles County and south of Santa Barbara County and is frequently considered one of America's most desirable places to live. The City is a full-service municipality that was founded in 1782, incorporated in 1866, and serves nearly 110,000 residents within its 32 square miles. With nearly 700 employees, the City is dedicated to delivering key services to our businesses, residents, and visitors to ensure Ventura remains a fiscally stable, economically vibrant, safe, clean, and desirable community.

Locals and visitors enjoy Ventura's impressive park system that includes 32 parks and historic sites, and more than 800 acres of open green space. The City offers a remarkable year-round climate, friendly people, and a spectacular coastline. Ventura is an exciting location for a variety of outdoor activities such as biking, hiking, kayaking, paddle-boarding, sailing, surfing, whale watching and windsurfing. Other activities include the Channel Islands National Park, championship golf, world-class shopping, wine tours, and more. Learn more about the City of Ventura at www.CityofVentura.ca.gov

DIVERSITY, EQUITY AND INCLUSION

The City of Ventura values human rights, goodwill, respect, inclusivity, equality, and recognizes that the City derives its strength from a rich diversity of thoughts, ideas, and contributions. As leaders in public service, we aspire to be an employer of choice by promoting an organizational culture that reflects these core values. We seek to attract, develop, and retain a talented and dedicated workforce where people of diverse races, genders, religions, cultures, political affiliations, and lifestyles thrive. Our goal is to create a welcoming and inclusive environment that empowers our employees to provide the highest level of service to our community of residents and businesses; they're counting on us.

The City is an equal opportunity employer and strives to attract qualified applicants from all walks of life without regard to race, color, ethnicity, religion, national origin, age, sex, sexual orientation, gender identity, gender expression, marital status, ancestry, physical disability, mental disability, medical condition, genetic information, military and veteran status, or any other status protected under federal, state and/or local law. We aim to create an environment that celebrates and embraces the diversity of our workforce. We welcome you to join our team!



501 Poli Street
Ventura, CA 93001
(805) 654-7853

TECHNICIAN
MH

recruitment@cityofventura.ca.gov

ENGINEERING TECHNICIAN / SENIOR ENGINEERING TECHNICIAN Supplemental Questionnaire

- * 1. The qualifications for this position require a combination of training, education and experience equivalent to completion of high school supplemented by college level courses in computer-aided drafting, Geographic Information Systems (GIS), engineering, or mathematics. Please indicate your highest level of education completed below.

- Doctoral degree
- Master's degree
- Bachelor's degree
- Associate degree
- Some College
- High School Diploma/GED

- * 2. For the degree completed and selected above, please list your major area of study, (e.g. computer-aided drafting, Geographic Information Systems (GIS), engineering, or mathematics etc.).

If you have no degree mark N/A.

- * 3. I have at least one year of full-time work experience in the following areas (check all applicable):

- Civil engineering office or field experience
- Traffic engineering office or field experience
- Water Resources engineering office or field experience
- Drafting field survey data using AutoCAD
- Utilizing GIS mapping applications
- Surveying
- Researching land records and other boundary information
- Using permitting software such as EnerGov or similar software
- None of the above

- * 4. Please describe any training, certification beyond education related to this position, and provide certification/license numbers if applicable.

- * 5. My technical experience is in the following areas (check all applicable):

- Construction and Survey
- Water Resources
- Capital Projects (GIP)
- Land Development
- Pavement Management
- Traffic Engineering
- Geographic Information Systems (GIS)
- Asset Management Systems
- None of the above areas

- * 6. The qualifications for this position require a combination of training, education and experience equivalent one year of experience in drafting, surveying or another area specifically related to civil or traffic engineering. Please indicate your length of experience below:
- 3 or more years experience
 - 2-3 years of experience
 - 1-2 years of experience
 - less than 1 year of experience
 - No experience
- * 7. Do you currently possess a valid California Class C driver license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions?
- Yes No
- * 8. I certify that all my responses are true and complete, and any misstatements of material facts, or failure to answer questions will subject me to disqualification from the testing process and/or dismissal from employment.
- Yes No
- * Required Question