



COUNTY OF SONOMA (CA)
INVITES APPLICATIONS FOR THE POSITION OF:

Engineering Aide

An Equal Opportunity Employer

SALARY

\$18.41 - \$22.39 Hourly \$1,477.84 - \$1,797.33 Biweekly \$3,201.99 - \$3,894.22 Monthly
\$38,423.88 - \$46,730.62 Annually

OPENING DATE: 04/09/19

CLOSING DATE: 04/30/19

THE POSITION

Grow your civil engineering career. We have multiple opportunities available for you!

Starting salary up to \$22.39/hour (\$46,730/year), a cash allowance of \$600/month, and a competitive total compensation package!*

If you are interested in applying at the Aide, I and/or II levels of these opportunities, you must apply to the separate recruitments being conducted for each level.

While all of our engineering positions require accurate reporting, data entry, and tracking and maintenance of project records, the County offer various starting points for you to begin exploring your career in civil engineering. From trainee to journey-level opportunities, we currently have positions available in Permit Sonoma, the Sonoma County Water Agency (Sonoma Water), and the Transportation & Public Works Department.

[Permit Sonoma - Engineering & Construction Division](#)

Permit Sonoma's Engineering Technicians perform work related to plan check and the inspection of private construction improvements. They are out in the field inspecting drainage improvements, grading, cut-fills, sanitation and water connections, curb-gutter-sidewalk, and driveways for code and plan compliance; and monitoring non-standard septic systems. Along with conducting plan reviews and issuing correction notices, they also keep written and electronic notes regarding actions of inspections and site reviews. Successful candidates will possess:

- The ability to learn how to inspect a project's compliance with plans and specifications, and how to issue permits
- Strong analytical and problem-solving skills, and the ability to work independently and prioritize daily activities
- Excellent customer service skills, and the ability to work cooperatively with applicants, industry, staff, and other agencies

[Sonoma County Water Agency – Engineering and Resource Planning Division's CAD/GIS Section](#)

Water Agency Technicians work in the office, collaborating with engineering staff to draft and design engineering plans for the sanitation districts and zones pipeline projects, treatment plant facilities, large potable water aqueduct systems, and all other assets and facilities that the Agency owns and operates. Successful candidates will possess:

- Knowledge of data formats and how to work with water treatment plant and facilities survey data for use in designing engineering projects
- The ability to work from engineers' general sketches and descriptions to prepare preliminary, final plan, and profile documents for construction
- Proficiency with AutoCAD Civil 3D software, with an emphasis on drafting pipeline projects using pressure and gravity pipeline design. Knowledge of how to use Plot Style files (STB) is highly desirable
- Knowledge of land survey mathematics and terminology, with the ability to learn how to produce topographic and boundary map documents

[Transportation & Public Works \(TPW\) - Engineering Design Work Group](#)

In TPW, engineering staff support the: Construction Contract Administration, Engineering Design, Field Survey Crew, Materials Lab, and Transportation work groups. TPW's current position is in the Engineering Design group, which works in the office and out in the field preparing road improvement plans, specifications, and estimates; and developing information necessary to obtain permits from regulatory agencies. Successful candidates will possess:

- Experience creating drawings, exhibits, and details in AutoCAD Civil 3D
- The ability to accurately calculate mathematical quantities
- The ability to learn how to execute hydrology and hydraulic calculations for determining drainage design

Join the County of Sonoma. Take the next step to building your engineering career.

[What We Offer](#)

The County of Sonoma offers career development, a challenging and rewarding work environment, the satisfaction of knowing that you're working to better the community, and a competitive total compensation, including*:

- An annual Staff Development/Wellness Benefit allowance up to \$500 and ongoing education/training opportunities
- Competitive vacation and sick leave accruals, 12 paid holidays, and an additional 8 floating holiday hours per year
- County paid premium contribution to several health plan options
- County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits
- Retirement fully integrated with Social Security
- May be eligible for up to 8 weeks (320 hours) of Paid Parental Leave after 12 months of County employment
- Eligibility for a salary increase after 1,040 hours (6 months when working full-time) for good work performance
- With time and good performance, the opportunity for advancement to Engineering Technician I (\$4,716/month)

*Salary is negotiable within the established range. Benefits described herein do not represent a contract and may be changed without notice. Additional information can found in the [Service Employees International Union Local 1021 Memorandum Of Understanding \(SEIU MOU\)](#).

Please Note: Employees of the Water Agency are employees of a special district and are not subject to the provisions of the Civil Service Ordinance of the County of Sonoma.

We are currently recruiting to fill positions at either the Engineering Aide, I, and/or II level. This employment list may also be used to fill future full-time, part-time, or extra-help (temporary) positions as they occur during the active status of the list. ***County employees who wish to be considered for future positions should consider applying to this***

recruitment.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

MINIMUM QUALIFICATIONS

Education: Academic course work in plane geometry, trigonometry, algebra, and surveying which would provide an opportunity to acquire the knowledges and abilities listed. Course work in an Engineering Technology curriculum leading to an Associate Degree is desirable.

Experience: Any combination of experience which would provide an opportunity to acquire the knowledge and abilities listed. Normally, academic course work in plane geometry, trigonometry, algebra, and surveying would provide such opportunity. Post high school education in engineering technology, including computer aided drafting and design would be desirable.

License: Possession of a valid driver's license at the appropriate level, including special endorsements as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: mathematics, engineering maps and records; electronic information systems.

Ability to: trace simple maps and plans; make arithmetical calculations quickly and accurately; learn to operate a wide variety of computer applications; gather data and prepare accurate reports; read and understand technical descriptions; understand and follow oral and written directions; work cooperatively with other staff; climb, stand and walk for sustained periods of time, perform physical tasks such as chopping, digging, flagging, and traffic control, and lift moderately heavy objects; utilize electronic information systems and analyze and interpret such information; communicate effectively with co workers and the public.

SELECTION PROCEDURE & SOME HELPFUL TIPS WHEN APPLYING

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.
- You should list all employers and positions held within the last ten years in the work history section of your application and should be as thorough as possible when responding to the supplemental questions.
- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting-a-Job](#) with the County of Sonoma to review more detailed information about the hiring process, including the application process, examination steps, and department selection process.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

Responses to supplemental questions will be scored using position-specific criteria. Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient and therefore may not be scored.

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination** (weight 100%) will be conducted to evaluate each applicant's application and supplemental questionnaire for satisfaction of minimum qualifications (pass/not pass); and for educational coursework, training, experience, knowledge, and abilities which relate to this position. Each applicant will be evaluated based on the following criteria:

- Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions.

Candidates demonstrating possession of the minimum qualifications will be placed on an employment list in order of most qualified to least qualified based on the achieved score received in the Application & Supplemental Questionnaire Appraisal Examination. Scores may be adjusted based on such factors as number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates.

ADDITIONAL INFORMATION

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer are contingent will be outlined in the conditional job letter. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

HOW TO APPLY

Applications are accepted on-line at: www.yourpath2sonomacounty.org. Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. Please view the County's [Equal Employment Opportunity Policy](#) for further information.

HR Analyst: CG
HR Technician: EP

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.yourpath2sonomacounty.org>
OR
575 Administration Drive, Suite 116B,
Santa Rosa, CA 95403

EXAM #19/04-1001-O
ENGINEERING AIDE
CG

Engineering Aide Supplemental Questionnaire

* 1.

Please indicate if you would also be interested in future part-time or extra-help (temporary, intermittent, or seasonal employment) positions should they become available. Check all that apply.

- I would also like to be considered for future part-time positions
- I would also like to be considered for future extra-help positions
- I am only interested in full-time positions

* 2. How did you first learn about this opportunity?

- American Society of Civil Engineers (ASCE)
- Association of Bay Area Governments (ABAG)
- County Engineers Association of California (CEAC)
- CalJobs
- Careers in Government
- College or University
- Craigslist
- Craigslist Mendocino
- Craigslist Sacramento
- Employee of Sonoma County
- Facebook
- Glassdoor
- GovernmentJobs.com
- Hispanic Chamber of Commerce of Sonoma County
- Indeed
- Job Fair
- La Voz
- Latino Service Providers
- Los Cien
- Minority Organization or Group
- Monster
- National Society of Professional Engineers (NSPE)
- North Coast Builder's Exchange
- Press Democrat
- Structural Engineers Association (SEA)
- sonoma-county.org/www.yourpath2sonomacounty.org
- Sonoma County Human Resources Office
- Sonoma County Job Line
- Twitter
- Veterans Services Office
- Women's Organization or Group
- Other Internet Site
- Other Publication
- Uloop

* 3. Please indicate which assignments you are interested in. You may select multiple assignments.

- Permit Sonoma
- Sonoma County Water Agency
- Transportation & Public Works

* 4. **For this question, and all subsequent questions, provide sufficient information to allow for a thorough evaluation of your qualifications.**

Please list your coursework in algebra, geometry, trigonometry, surveying, and computer aided drafting and design. Highlight if you are a certified Engineering Technician and/or Engineering Technologist. Include the names of the education institutions you attended.

- * 5. Please describe your experience gathering, tracking, analyzing, and/or cross-checking data from multiple sources in order to prepare reports and make recommendations. Highlight if you have experience calculating quantities.

- * 6. Please specify your degree of proficiency (beginner, intermediate, or advanced) using Microsoft Excel, Outlook, and Word, and provide an example of how you have used each program that best demonstrates your level of proficiency.

- * 7. Please describe your experience using drafting software such as AutoCAD, AutoCAD Civil 3D, etc. Provide a detailed example of a project you worked on which best demonstrates your level of expertise. If you do not possess this experience, please respond, "N/A."

- * Required Question



COUNTY OF SONOMA BENEFITS: GENERAL*

IMPORTANT NOTE: Benefits described herein do not apply to Extra Help positions.

These are some of the excellent benefits the County offers:

Paid Time Off: Competitive vacation and sick leave accruals; 12 paid holidays, and an additional 8 floating holiday hours per year; and may be eligible for up to 8 weeks (320 hours) of Paid Parental Leave after 12 months of County employment.

Health Plan: Choice of five health plans (a PPO, EPO, HMO, and two deductible HMOs) with a County contribution towards the premium (the contribution amount varies by bargaining unit. For specific details, please refer to the applicable Memorandum of Understanding MOU). A County contribution to a Health Reimbursement Arrangement is available for some bargaining units.

Cash Allowance: In addition to monthly salary, a cash allowance of approximately \$600 per month.

Retirement: Fully integrated with Social Security.

IRS 457 Plan: Pre-tax employee contribution up to the IRS annual maximum.

Retiree Medical: County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits.

Plus excellent dental, vision, disability, life insurance, professional development and more.

For answers to specific questions regarding the employment process, more details about benefits or retirement, please contact Human Resources at 707-565-2331. Additional details about benefit and compensation packages can be found in the MOUs located at <http://sonomacounty.ca.gov/HR/Employee-Relations/Labor>.

For specific information about health and welfare benefits including plan options, coverage, and premium amounts go to <http://sonomacounty.ca.gov/Departments-Agencies/Human-Resources> or, contact the Human Resources' Risk Management-Benefits Office at benefits@sonoma-county.org or 707-565-2900.

*IMPORTANT NOTES: Benefits described herein do not represent a contract and may be changed without notice.