**ENGINEERING TECHNICIAN II**

**Facilities Planner & Project Management Assignment**

**Department of Public Works**

**$5,619 - $6,693 / Month**

**Marin County**

**San Rafael, CA**

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.” Discover more about us, our values and our organizational culture [here](https://www.marincounty.org/depts/hr). There is currently one full-time (75 bi-weekly hours), regular vacancy in the Capital Projects Division.

The Marin County Department of Public Works' mission is to provide the community with quality services, maintain and improve our public infrastructures and facilities, and support the preservation of Marin’s unsurpassed beauty.

The Engineering Technician II (ET II) will be responsible for assisting in 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 ET II provides support and will assist in the analysis of required project parameters to meet the needs of the client. This may include the development of appropriate project scope; the management and development of plans, specifications (either through outside design partners or through internal resources) and cost estimates (PS&Es); financial management of specific project-dedicated funding; and the development and application of required project scheduling.

The ET II will be required to draft plans using AutoCAD. The application of organizational principles is also 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 the inspecting the construction on the job site, reviewing and approving required project documentation (i.e., submittals, RFIs, change orders, etc.); tracking project completion and processing payments. Types of 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 will have basic knowledge and experience with the American with Disabilities Act and Chapter 11B of the California Building Code.** The candidate is an effective communicator, both orally and in writing, 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 of experience performing basic engineering, drafting and technical field and office work at a level equivalent to the [Engineering Technician I](https://www.governmentjobs.com/careers/marincounty/classspecs/1203663?keywords=engineering%20technician&pagetype=classSpecifications) level.

**Special Requirements:** The successful candidate will be required to successfully complete a background (LiveScan/FBI) investigation.

**FILING DEADLINE**: **Friday, October 4, 2019 by 4:00pm.** Resumes are not accepted in lieu of County application. Apply online at: [www.marincounty.org/Jobs](file:///C:\Users\asamuel\Appdata\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\X64G6XFE\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