



A Tradition of Stewardship
A Commitment to Service

COUNTY OF NAPA
Human Resources
1195 Third Street, Suite 110
Napa, CA 94559
707-253-4303

<http://www.napacountycareers.com>

INVITES APPLICATIONS FOR THE POSITION OF:

Engineering Technician III/IV - Construction Inspector

An Equal Opportunity Employer

SALARY

\$36.93 - \$49.14 Hourly \$2,954.40 - \$3,931.20 Biweekly \$6,401.20 - \$8,517.60
Monthly \$76,814.40 - \$102,211.20 Annually

OPENING DATE: 03/15/21

CLOSING DATE: 04/05/21

JOB TYPE: Full Time

Job Category: Engineering

DEPARTMENT: Public Works

LOCATION: County Administration - 1195 Third Street, Napa

THE NAPA VALLEY

PLEASE READ THIS BULLETIN IN ITS ENTIRETY

The **Napa Valley**, internationally known for its fine wines, exciting restaurants and world-class resorts, is home to 140,000 residents who share a strong sense of community and a legacy of preserving and protecting our rich agricultural heritage.

Located in the heart of California's preeminent wine region, the Napa Valley is also part of the dynamic San Francisco Bay Metropolitan Area. With its sunny Mediterranean climate and proximity to the mountains and ocean, the Valley offers residents easy access to virtually unlimited shopping, dining, cultural and recreational opportunities.

The Napa Valley's strategic location, natural and cultural resources, history of responsible land use planning and attractive quality of life provide the ideal mix of small town living and big city amenities.

COUNTY OF NAPA AS AN EMPLOYER

The County of Napa is a highly respected employer within the local community as well as throughout the region. We offer rewarding and challenging work, flexible hours, competitive salaries, a comprehensive benefits package and tremendous opportunities for career growth. At the County of Napa we truly value our employees and are committed to diversity in our family-oriented environment. This is why we are the Employer of Choice for more than 1,400 employees.

As an organization, the County is dedicated to improving the lives of our citizens and reflecting the best of the community's values: Respect, Accountability, Dedication, Integrity and Innovation.

THE POSITION

Napa County's Public Works Department is establishing an eligible list to fill one (1) full-time vacancy. This position will serve as a construction inspector. The department may choose to fill the vacancy at the III or IV level, depending on the qualifications of the candidate pool. The eligible list created may be used to fill future full-time, part-time, limited term, and extra help vacancies as they occur over the next 12 months.

Engineering Technician III acts as construction inspector and/or manager on construction projects, inspecting the methods and materials used; reviewing Public Works plans; and administering the County road and street standards; occasionally performs design on minor capital improvement project. Positions characterized by duties of a more routine, repetitive nature will be staffed at the Engineering Technician III level. Assignments may include functional supervision of other staff.

Engineering Technician IV is the journey level class representing the highest level of engineering activity in the sub-professional engineering technician series. This position performs a variety of duties under diverse circumstances requiring broad, practical Public Works knowledge. The degree of initiative required, a responsibility for making innovations for creative solution of novel problems, and the breadth of knowledge required distinguishes this class from other sub-professional Public Works classes.

This position performs professional level Public Works support functions from routine to average difficulty and responsible sub-professional work in connection with the design, construction, and maintenance of County roads and structures, drainage systems, buildings and related facilities; administration of road and street standards and review of Public Works plans.

Salary:

Engineering Technician III:

\$36.93 - \$44.26 Hourly
\$2,954.40 - \$3,540.80 Biweekly
\$6,401.20 - \$7,671.73 Monthly
\$76,814.40 - \$92,060.80 Annually

Engineering Technician IV:

\$40.93 - \$49.14 Hourly
\$3,274.40 - \$3,931.20 Biweekly
\$7,094.53 - \$8,517.60 Monthly
\$85,134.40 - \$102,211.20 Annually

The Recruitment Process

1. Applications are due by 5:00 P.M. on Monday, April 5, 2021.
2. Applications will be screened for minimum qualifications the week of April 5, 2021.

3. Applicants who meet the minimum qualifications will have their supplemental responses scored by subject matter experts the week of April 12, 2021.

4. Oral Panel Interviews are tentatively scheduled to take place the week of April 26, 2021. Only the most qualified candidates from the interview process will be placed on the eligibility list and may be considered to fill positions for up to one year.

The Human Resources Department reserves the right to change the recruitment process at any time.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Engineering Technician III:

Perform the gathering and compilation of field data and quantities for the design and maintenance of roads and road structures and drainage facilities; assist in the preparation of designs, plans, and specifications for construction, alteration, and maintenance of a variety of Public Works facilities; prepare plans, profiles, and cross sections; calculate basic engineering computations; check proposed projects for clearance with other structures and improvements; inspect the methods and materials used in construction projects of both minor and mid-size County capital improvement projects and project construction by others under permit, acting as construction inspector and/or manager; perform related duties as assigned.

Engineering Technician IV:

Serve as the construction manager on County roads and Public Works construction projects; represent the County in dealing with contractors by inspecting work in progress and enforcing adherence to specifications and contractual terms; measure and estimate work completed by contractors during specified periods and make reports to the County Engineer of job progress; supervise inspectors and other personnel, as assigned; prepare designs, plans, and specifications for the construction, alteration and maintenance of a wide variety of civil engineering facilities, including streets, roads, drainage, and buildings; design street improvements and roads and prepare plans, profiles, cross sections and other details, quantity estimates; carry out responsible technical research and prepare reports; inspect construction work in progress; recommend, prepare and update performance standards for engineering office and field functions including but not limited to computer aided drafting (CAD), and geographic information system, (GIS); perform drafting and computing activities, using computer aided drafting; perform related duties as assigned.

TYPICAL QUALIFICATIONS

Engineering Technician III

KNOWLEDGE OF:

Principles and practices used in the construction and repair of roads, drainage and sewer facilities, and other minor to mid-size public works projects.

Principles and practices of civil engineering as applied to roads and drainage construction and closely related activities.

The strength, properties, and uses of materials employed in building, road, drainage, and related engineering construction.

ABILITY TO:

Use drafting instruments, especially computer aided drafting to produce drawings, plans, cross sections, and profiles.

Use computer software such as that contained in the Microsoft Office Suite.

Generate and compile complete and accurate field notes.

Prepare clear and concise reports.

Engineering Technician IV (in addition to above):

KNOWLEDGE OF:

Principles and practices of civil engineering as applied to the design and construction of road and drainage facilities and to other common engineering activities.

The strength, properties, and uses of materials employed in building, road, drainage, and related engineering instructions.

ABILITY TO:

Use drafting instruments.

Prepare maps, plans, cross sections, and profiles.

Prepare quantity and cost estimates.

Prepare reports and maintain records.

Provide information and maintain good working relationships with those contacted during the course of work.

Competent use of computer aided drafting for other related work.

Move and lift boxes containing project documents.

Experience and Education

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Engineering Technician III:

Experience:

A minimum of three years of experience in work equivalent to the Engineering Technician I/II/III series, with a minimum of one year equivalent to Engineering Technician II. Demonstrate the ability to work independently with a minimum of direct supervision.

Education:

Equivalent to completion of the twelfth grade.

License or Certificate*:

Possession of a valid California Driver's License.

Engineering Technician IV:

Experience:

A minimum of five years' experience in work equivalent to the Engineering Technician I/II/III series, with a minimum of two years equivalent to Engineering Technician III. Demonstrate the ability to work independently with a minimum of direct supervision.

Education:

Equivalent to completion of the twelfth grade.

License or Certificate*:

Possession of a valid California Driver's License.

*Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with Napa County. For continued employment with Napa County, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.

ADA Accommodation

Applicants requiring accommodation during the application and/or selection process pursuant to the Americans with Disabilities (ADA) Act should contact County of Napa Human Resources at (707) 253-4303.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.napacountycareers.com>

OR

1195 Third Street, Suite 110,
Napa, CA 94559

EXAM #45501-03-31-2017

ENGINEERING TECHNICIAN III/IV - CONSTRUCTION

INSPECTOR

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Engineering Technician III/IV - Construction Inspector Supplemental Questionnaire

- * 1. Instructions for Supplemental Application Questions. The following questions comprise one of the steps in the selection process for this position and are intended to assist you in presenting your qualifications. Only the information you provide in your answers to these questions will be evaluated and scored to determine the best qualified candidates to continue in the selection process for this position. Please be complete and specific in answering the questions as your score will be based on this information. Applications submitted without responses to the supplemental questions will not be evaluated. **Although your experience and education should relate back to your application, your application and or resume will not be reviewed when scoring the supplemental questions.** Therefore, please be as detailed as possible in your responses

to the supplemental questions. I have read and understand the instructions presented above.

☐ Yes ☐ No

- * 2. Please describe in detail your education, training and years of work experience that you believe qualifies you for the position of Engineering Technician III or Engineering Technician IV.
- * 3. Please describe your experience managing a construction project having multiple trade disciplines, or experience you have inspecting either private or public construction projects, and/or any experience you have in reviewing land development or construction plans and specifications in the private or public sector.
- * 4. Please describe in detail any experience you have related to the interpretation and application of codes and regulations from any government agencies, or the preparation of plans and specifications for a construction project.
- * Required Question