



City of Ventura ENGINEERING TECHNICIAN / SENIOR ENGINEERING TECHNICIAN

SALARY	\$31.32 - \$41.85 Hourly	LOCATION	Ventura, CA
JOB TYPE	Full-Time Regular	JOB NUMBER	24AM-G11-1
DEPARTMENT	Public Works Department	DIVISION	Engineering Services
OPENING DATE	01/05/2024	CLOSING DATE	1/22/2024 5:30 PM Pacific

THE POSITION

The City of Ventura is hiring! We have an immediate vacancy for the position of **Engineering Technician/Senior Engineering Technician**. The current vacancy is in the Public Works Department – Engineering Services Division. In this position, you will have the opportunity to be a part of exciting engineering projects, including various coastal, stormwater, and street projects, and obtain a broad range of engineering experience. With tasks carried out both in the office and in the field, your day will be filled with engaging and interesting work assignments. Take your career to the next level and make a meaningful impact on the community while working with an amazing Engineering team!

WHAT YOU’LL DO

The Engineering Technician/Senior Engineering Technician works under general supervision and is responsible for performing a variety of paraprofessional office and field engineering work in one of the following areas: capital improvements (design), construction and survey, land development, traffic engineering, water, and wastewater, or street management services.

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.

Street Management Section

The Engineering Technician/Senior Engineering Technician utilizes GIS applications and asset management systems such as Arcview and StreetSaver to develop and maintain databases and maps, including inputting maintenance data of pavement history, sidewalk inventory, field assessments, sign, striping, and signal inventory, and storm drain system. Coordinates data entry and data management for the City's Asset Management System, conducts sidewalk, curb and gutter, access ramp and pavement inspections. Inputs, maintains, and analyzes data in the City's Pavement Management System, Sidewalk Asset Management System, and Sign, Striping, and Signal Inventory. Investigates, responds to, and maintains database for Citizen Complaints. Assists in Field Situation, including field investigations and inspections, preparing cost estimates, preparing scope of work for contractors, compiling data, and drawing sketches/maps.

WHO YOU ARE

The ideal candidate will have a strong working knowledge and background in Public Works engineering-related work along with experience developing and maintaining an asset management system. This person will have the ability to utilize GIS applications for the purpose of data collection and work management. Additionally, the ideal candidate will have the ability to conduct field inspections related to inventorying and condition assessment for such things as sidewalks, curb and gutter, access ramps, traffic signs, asphalt and concrete pavement, and roadway pavement striping.

DISTINGUISHING CHARACTERISTICS

Engineering Technician: is the entry-level class in the flexibly-staffed Technician series, performing a variety of more routine paraprofessional field engineering work that is narrower in scope than that of the Senior Engineering Technician. Engineering Technician is distinguished from the Engineering Aide by the latter's performance of routine engineering-related work requiring no prior experience. Engineering Technician is flexibly staffed and may advance to the Senior Engineering Technician level without a competitive selection process, based on the department's staffing needs and the employee's individual capabilities to perform the full range of duties.

Senior Engineering Technician: is the journey-level of the series. Incumbents perform the full range of duties of the class and are responsible for analysis and interpretation of data and regulations. Appointment to Senior requires that incumbents perform substantially the full range of duties. This is not an advanced journey-level or lead classification.

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 22, 2024, at 5:30 pm** – Application Deadline. Applications must be submitted by this date to be considered for the position.
- **January 25, 2024** - Candidates will be notified by email of their status by this date.
- **Week of January 29, 2024** - Oral Panel Interviews 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 5, 2024** - 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.
- **February 23, 2024** – 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: \$31.32 - \$41.85 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 22, 2024, at 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: For this assignment, possession of a valid California Class C driver license is required.

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 22, 2024, at 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 determined to 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 the Week of January 29, 2024. Select candidates will be notified of specifics after the filing deadline.

The department selection interviews are tentatively scheduled for the Week of February 5, 2024. 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 2023/2024 Budget totals approximately \$428.8. 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 FY2023-24 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!



Agency

City of Ventura

Address

501 Poli Street

Ventura, California, 93001

Phone

(805) 654-7853

Website

<http://www.cityofventura.ca.gov>

ENGINEERING TECHNICIAN / SENIOR ENGINEERING TECHNICIAN Supplemental Questionnaire

***QUESTION 1**

Please describe any training, certification or education related to this position, and provide certification/license numbers if applicable.

***QUESTION 2**

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

***QUESTION 3**

For the selected answers above, indicate where you obtained the experience above including employer, job title and dates of employment.

If none, mark n/a.

***QUESTION 4**

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

***QUESTION 5**

For the selected areas above, indicate where you obtained the experience above including employer, job title and dates of employment.

If none, mark n/a.

***QUESTION 6**

Briefly describe your experience with permitting construction work and traffic control in the right-of-way. Within your answer, indicate where you obtained the experience above including employer, job title and dates of employment.

If you have no related experience, mark n/a.

***QUESTION 7**

Briefly describe your experience with utilizing GIS in a Public Works setting as a tool for asset management, inventorying such things as sidewalk/access ramps, and a work management system. Within your answer, indicate where you obtained the experience above including employer, job title and dates of employment.

If you have no related experience, mark n/a.

***QUESTION 8**

Describe your AutoCAD Civil 3D skills and experience as applied to the development of project plans. Within your answer, indicate where you obtained the experience above including employer, job title and dates of employment. If you do not have any experience in this area, mark n/a.

***QUESTION 9**

Briefly describe any projects that you have had a major role in. Discuss the project, what your role was specifically, and the impact of the project.

***QUESTION 10**

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