



**City of Fountain Valley**  
**Engineering Technician III/II**

<b>SALARY</b>	\$34.19 - \$46.13 Hourly \$2,735.19 - \$3,690.44 Biweekly \$5,926.25 - \$7,995.96 Monthly \$71,114.98 - \$95,951.52 Annually	<b>LOCATION</b>	Fountain Valley, CA
<b>JOB TYPE</b>	Non-exempt FLSA	<b>JOB NUMBER</b>	2024-06
<b>DEPARTMENT</b>	Public Works	<b>DIVISION</b>	Engineering
<b>OPENING DATE</b>	08/21/2024		

**Description**

**COME BE A PART OF OUR ENGINEERING TEAM AND SEE WHAT MAKES FOUNTAIN VALLEY A NICE PLACE TO LIVE AND WORK!**



**PLEASE APPLY IMMEDIATELY AS THIS RECRUITMENT MAY CLOSE AT ANY TIME UPON RECEIVING ENOUGH QUALIFIED APPLICANTS.**

**First Review of Applicants: Wednesday, September 11, 2024 at 5:00 p.m.**

Per Administrative Regulation 1088, effective August 12, 2024, Fountain Valley City Hall implemented a six-month pilot program to test the feasibility and efficiency of a 4/10 work schedule with new City Hall hours 7:00 a.m. to 6:00 p.m. This pilot program will conclude on February 28, 2025. Click [HERE](#) for more information.

**CLASS DEFINITION:**

Performs responsible journey-level technical drafting, office, and field engineering work; assists the general public; and performs other duties as assigned.

**DISTINGUISHING CHARACTERISTICS:**

Incumbents perform complex technical drafting, office, and field engineering work with independent judgment.

**SUPERVISION RECEIVED:**

The incumbent works under the general supervision of the higher-level engineering staff, including the Assistant Engineer, and Engineering Associate.

**Job Overview**

- Review and check improvement plans and subdivision maps for compliance with City standards and conditions.
- Prepare and maintain necessary records and reports.

#### **WHEN ASSIGNED TO ENGINEERING TECHNICIAN III:**

- Supervise field survey work conducting preliminary location, construction, property, and topographic surveys.
- Prepare plans and specifications, including design calculations, estimating, and layout of engineering designs.
- Review design plans and specifications for accuracy, completeness, and conformance with applicable Federal, State, and City codes and regulations.
- Prepare bid specifications and contract documents, project budget and cost estimates, and review bids submitted.
- Participate in project design meetings and review plans, specifications, and engineering drawings for conformance to applicable codes.
- Prepare and make recommendations for revisions and/or improvements to construction plans and specifications.
- Oversee construction projects and day-to-day construction activities to ensure compliance with plans and specifications, evaluate change orders, resolve problems, and coordinate field inspection with the Public Works Inspector.
- Prepare progress payments for contractors; coordinate inspections with other departments; make recommendations for change as appropriate; close out projects.
- Issue right-of-way encroachment permits.
- Perform survey and difficult drafting work.
- Participate in outdoors related engineering field activities including traffic signal equipment monitoring & adjusting, data collection, project observations, project documentation, and review of project field elements.

#### **WHEN ASSIGNED TO ENGINEERING TECHNICIAN II:**

- Assist in field survey work conducting preliminary location, construction, property, and topographic surveys.
- Prepare and issue various Public Works permits to utility companies, homeowners, and contractors.
- Perform routine engineering design and drafting, including elementary engineering computations and preparing engineering plans, maps, charts, diagrams, and sketches.
- Provide the public with information regarding specific locations, within the City such as legal descriptions of parcels, address verification, property ownership, assessor's parcel numbers, easements, public right-of-way, property jurisdiction, and utility information.
- Prepare quantity and cost estimates for engineering projects.
- Update and revise engineering drawings detailing sewer, water, storm drain, street, and traffic systems.
- Collect and analyze traffic flow information for traffic studies.

#### **OTHER JOB-RELATED DUTIES:**

- Perform other duties as assigned.

### **Qualification Guidelines**

#### **WHEN ASSIGNED TO ENGINEERING TECHNICIAN III:**

##### **EDUCATION:**

- 90 semester units or equivalent in engineering, physical sciences, or related field;

##### **AND**

##### **EXPERIENCE:**

- Two (2) years of closely related experience in engineering work.

##### **OR**

##### **EXPERIENCE:**

- Four (4) years of closely related engineering work experience which would have provided the required level of knowledge, skills, and abilities required to perform technical engineering duties.

#### **WHEN ASSIGNED TO ENGINEERING TECHNICIAN II:**

##### **EDUCATION:**

- High school graduation or equivalent supplemented by college-level coursework in engineering, mathematics, or a related field.

**EXPERIENCE:**

- Previous experience in engineering or drafting work is highly desirable.

**REQUIRED KNOWLEDGE AND SKILL LEVELS:**

- Principles, practices, terminology, techniques, and methods of drafting, surveying, and engineering.
- Municipal engineering policies and procedures; construction, design, and survey techniques.
- Contract administration including the criteria used in the design of projects; construction materials and methods, Public Works performance, and payment bonds; construction bidding and change orders; equipment and safety hazards of construction projects.
- Engineering plans, maps, and records.
- AutoCAD (Computer Aided Drafting).

**REQUISITE ABILITIES:**

- Perform complex engineering drafting work and mathematical calculations with speed and accuracy.
- Operate computer software programs including Word, Excel, PowerPoint, Access, and AutoCAD.
- Interpret engineering drawings and Public Works standards.
- Make accurate computations of material quantities, application rates, and production measures.
- Respond to public requests and inquiries.
- Understand and follow complex oral and written instructions with a minimum of supervision.
- Establish and maintain effective working relationships with employees, City officials, and the public.
- Communicate effectively, both orally and in writing.
- Maintain accurate and orderly files.
- Use independent judgment and initiative.

**WHEN ASSIGNED TO ENGINEERING TECHNICIAN III:**

- Read and interpret blueprints, electrical schematics, architectural, and engineering drawings.

**WHEN ASSIGNED TO ENGINEERING TECHNICIAN II:**

- Assist in performing a variety of field survey work.
- Compile rough data and prepare statistical and narrative reports from field studies.

**LICENSE REQUIRED FOR ENGINEERING TECHNICIAN III/II :**

A valid California Class "C" Driver's License.

**RECLASSIFICATION REQUIREMENTS FOR ENGINEERING TECHNICIAN II:**

Per Administrative Regulation 1067 - Reclassification Within An Established Classification Series, upon satisfactory completion of two years of satisfactory job performance with the City performing the full range of responsibilities of the Engineering Technician II position, the incumbent will be eligible for reclassification to the classification of Engineering Technician III with Department Director and City Manager approval.

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS:**

Work is primarily performed in an office environment requiring prolonged sitting or standing; walking, kneeling, crouching, squatting, stooping, and bending; input data into a computer terminal; exposure to computer glare, vibrations, and pitch; ability to lift, carry, and move objects totaling approximately 25 pounds in weight; and have mobility, vision, hearing, and dexterity levels appropriate to the duties to be performed and may be required to work outdoors with exposure to direct sunlight, heat, humidity, rain, wind, cold, and noise levels.

**NOTE:**

The above statements are intended to describe the general nature and level of work performed by persons assigned to this job. They are not intended to be a comprehensive list of all duties, responsibilities, and skills required.

**FAIR LABOR STANDARDS ACT DESIGNATION:**

Non-Exempt

**Recruitment Information**

**SELECTION PROCESS:**

The selection process may include one or more of the following: application review, application assessment, performance test, written test and/or oral interview examination. The employment application, qualifying information questions and/or supplemental questions will be evaluated based on the employment standards and minimum qualifications listed above.

*The City of Fountain Valley is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Candidates with a disability who may need accommodation during the selection process must notify the Human Resources Department at least 72 hours in advance of the exam date.*

**Agency**

City of Fountain Valley

**Address**

10200 Slater Ave

Fountain Valley, California, 92708

**Phone**

714-593-4506

**Website**

<http://www.fountainvalley.org/jobs>

**Engineering Technician III/II Supplemental Questionnaire**

**\*QUESTION 1**

**What is the highest level of education you have completed? REQUIRED: Attach a copy of your High School Diploma or unofficial/official college transcripts.**

- High School or GED Equivalent
- Some College
- Associate's Degree
- Bachelor's Degree
- Master's Degree or Above

**\*QUESTION 2**

**Have you completed a minimum of 90 semester units or equivalent in engineering, physical sciences, or related field? REQUIRED: Attach a copy of unofficial/official transcripts or diploma.**

- Yes
- No
- N/A

**\*QUESTION 3**

**How many years of progressively responsible engineering work experience do you possess?**

- Less than 1 year
- 1- 2 years

- 2-3 years
- 3-4 years
- More than 4 years

**\*QUESTION 4**

**Do you possess a valid California Class "C" Driver's License?**

- Yes
- No

**\*QUESTION 5**

**Do you possess a State of California Civil Engineer-In-Training Certificate?**

- Yes
- No

**\*QUESTION 6**

**Are you related to any present City of Fountain Valley employee(s)?**

- Yes
- No

**\*QUESTION 7**

If answered 'yes' to previous question please list any relatives presently employed by the City of Fountain Valley. Please note the relative's name and relationships. Relatives included spouses, parents, children, brothers, sisters, mother-in-laws, father-in-laws, brother-in-laws, sister-in-laws, son-in-laws, daughter-in-laws, grandparents, grandchildren, step-parents, stepchildren, nephews, nieces, aunts, uncles, half-brothers, half-sisters, and first cousins.

**\*QUESTION 8**

I certify that all of the information provided is accurate to the best of my knowledge and belief, and that I understand purposely providing false information may be grounds for disqualification from the process. I have supplied all the applicable information in my application. Examples of incomplete/inaccurate information leading to disqualification include, but are not limited to: noting incorrect department, leaving dates of employment blank, leaving reason for leaving employment blank, leaving duties blank or noting "see resume", etc.

- Agree
- Disagree

\* Required Question