

CITY OF PORTERVILLE
INVITES APPLICATIONS FOR
ENGINEERING SPECIALIST I/II

SALARY: **ENGINEERING SPECIALIST I: \$3,435 - \$4,191/month**
 ENGINEERING SPECIALIST II: \$3,811 - \$4,650/month

DEFINITION: Under general supervision, performs technical and para-professional engineering duties in support of the City's Engineering program, including, but not limited to, survey, design drafting, project inspection, and related support services; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS: ENGINEERING SPECIALIST I: This is the entry level class. Incumbents typically perform counter work, filing and retrieval of plans and maps, assist with surveying and perform routine drafting assignments.

ENGINEERING SPECIALIST II: This is the journey level class. Employees typically perform complex drafting assignments as well as other office and field engineering work.

REPRESENTATIVE DUTIES: ENGINEERING SPECIALIST I/II: Assists public at the counter and over the phone; accepts permit applications and plans; provides information regarding property characteristics, department procedure, fee structure, ordinances, etc. Maintains files, maps and electronic databases. Uses computer and peripherals with CADD software to create drawings, construction plans, and record maps; updates drawings and maps based on field inspections information; creates locator maps for public use; creates maps and databases for geographic information system; and manually creates pencil and ink drawings as needed. Checks plans prepared by: in-house staff, other agencies, contractors, and the public, for conformance codes, standards, current maps and/or plans, policies, engineering principles, and conditions for approval and calculates fees. Assists with field work such as surveying and traffic studies; performs survey calculations; sets stakes; may assist in or perform routine field design; makes recommendations regarding signals, signs, pedestrian crossings, and other traffic regulatory devices. Assists with building and/or public works inspections and performs routine inspections independently.

DESIRABLE QUALIFICATIONS: Education and/or Experience:
ENGINEERING SPECIALIST I: Completion of college coursework in civil engineering, mathematics and drafting, one year of experience using CADD software, or any combination of training and experience that provides the desired knowledge and abilities.
ENGINEERING SPECIALIST II: Three years of technical engineering-related experience which included, computerized drafting and/or survey, or any combination of training and experience that provides the desired knowledge and abilities. Additional experience may be credited toward necessary education.

(OVER)

Knowledge of:

BOTH CLASSES: Drafting techniques; modern principles, practices, and standards of survey and civil engineering as applied to the level of assigned public works projects; elementary algebra and geometry; code requirements and legal implications as applied to the level and type of assigned engineering activity; word processing, spreadsheet and database programs.

ENGINEERING SPECIALIST II: land survey and drafting software applications; database management techniques; modern principles, practices, and standards of civil engineering design.

Ability to:

BOTH CLASSES: Prepare and interpret maps, drawing, and engineering records; perform moderately difficult mathematical calculations; analyze public works plans and apply engineering principles at the level required by assignment; plan and complete work from written or verbal instruction, past practice, and/or standard procedures; use computer equipment and peripherals; establish and maintain cooperative working relationships.

ENGINEERING SPECIALIST II: work independently based on written or verbal instructions in the support of a professional engineer and/or in the functional supervision of others with minimal technical assistance; and apply sound judgments.

**SPECIAL
REQUIREMENTS:**

Possession of, or ability to obtain and maintain a valid California Driver's License.

**SELECTION
PROCESS:**

The selection process will include a competitive assessment of the application submitted for this recruitment by the candidate. A screening committee will evaluate the qualifications of each application meeting the specified requirements for the position.

Applicants meeting the minimum qualifications are not guaranteed advancement to the interview, and the decision of the screening committee is final.

It is the applicant's responsibility to submit all evidence of qualifications noticed in this recruitment flyer by the deadline. Applicants will receive written notification regarding results for all phases of the recruitment up to the establishment of an eligibility list, if applicable. Candidates will be notified of the date and time of scheduled interviews and/or tests. The City of Porterville reserves the right to alter the testing process at any time, without notice, as needed.

TO APPLY:

Submit a complete City of Porterville Employment Application Form (a resume may be included, but does not substitute for a completed application), together with any other materials required to accompany the application if noticed in this announcement, to the Human Resources Office, Porterville City Hall, 291 N. Main Street, Porterville, CA 93257. Applications **must** be received in the Human Resources Office by **4:00 p.m., Friday, March 31, 2017.**

**SPECIAL
CONDITION:**

Candidates recommended for hire will be required to undergo a background reference, a fingerprint check, and a pre-employment physical, which includes a drug test.

The City of Porterville is an equal opportunity employer (EEO) and is compliant with the Americans with Disabilities Act (ADA). If you believe you need accommodation under the ADA in the testing process for any position for which you intend to apply, please contact the Human Resources Division at (559) 782-7441 to request such accommodation. The City prohibits discrimination on the basis of race, color, religion, creed, sex, national origin, ethnicity, age, disability or medical condition, Acquired Immune Deficiency (AIDS/HIV) or AIDS related conditions, political affiliation, sexual orientation, ancestry, marital or domestic partner status, gender identity, parental status, veteran status, height, weight, or any other basis protected by law.

