



is recruiting for:

## ENGINEERING TECHNICIAN

Hourly Rate - \$30.4931 – \$37.0645

-OR-

## SR. ENGINEERING TECHNICIAN (DOQ)

Hourly Rate - \$35.0670 – \$42.6242



### THE CITY

Incorporated in 1872 and ideally situated, where the vineyards meet the redwoods, Cloverdale, CA is located 80 miles east of the Pacific coast on Hwy 101. The City is 2.7 square miles, is the northern most city in beautiful Sonoma County with a population of 9,100. Residing in the rich Alexander Valley basin, one of the largest grape producing region in Sonoma County. Numerous premium wineries and picturesque vineyards border the City to the South. Appealing to the nature enthusiast and adventurer, towering redwoods embrace the community to the North. Recreation opportunities abound in the 70 acre Russian River Park dominating the Eastern perimeter and

beautiful Lake Sonoma located just minutes from the West side of town.

### THE PUBLIC WORKS DEPARTMENT

The Department is responsible for planning, design, construction, operation and maintenance of the City's infrastructure, including public streets (including sidewalks, street and traffic signals, signs and pavement markings); the water system (including production, treatment, storage and distribution); the sewer system (including collection, pumping, treatment and disposal); storm drain; public facilities; municipal airport; parks; lighting & landscaping district (7 zones); engineering; and plan review/building inspection.

## THE POSITION

### ENGINEERING TECHNICIAN

Under general supervision by the Public Works Director or designee, the Engineering Technician performs a variety of technical support assignments related to the coordination of engineering projects; gathers, analyzes, and calculates development impact fees; processes and issues encroachment permits; maintains plan files and engineering records; initiates and processes purchase orders and professional service agreements and performs other related duties as required.

Key duties may include, but are not limited to the following:

- Coordinating Engineering projects
- Processing and issuing encroachment permits; sewer and/or water connections; receiving and reviewing bonds
- Gathering, analyzing, and calculating development impact fees, tracking funds in project accounts
- Receiving and reviewing engineering plans, maps, and related documents for plan checks
- Utilizing geographic information systems and AutoCAD to research maps for reports, plans, and other projects.
- Locating utilities, easements, property lines, and other information on plans
- Maintaining and updating engineering records, project files, tracking lists, permit records, and other files
- Performs Public Work Inspector duties as assigned
- Coordinating Lighting and Landscape Assessment District proceedings
- Performs other duties as assigned.



### EDUCATION AND EXPERIENCE

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

Equivalent to completion of the twelfth grade supplemented by completion of a vocational/technical program or two years of college-level coursework in civil engineering, drafting, surveying, mathematics, or related field and two years of engineering technician experience.

## **SR. ENGINEERING TECHNICIAN**

Under limited supervision, provides key technical support to the City's Public Works Department and works cooperatively with other City staff. Performs a variety of routine engineering tasks including permit intake for permits issued by the engineering division; plan review for the development and capital improvement projects; development of plans and specifications for routine maintenance and upgrade projects; management of smaller construction projects; coordination with public works and maintenance contractors for the City's traffic signals; response to public inquiries and concerns; management of consultant contracts; maintains inter-agency coordination; maintain files and tracking statistics; other work as required.

Key duties may include, but are not limited to the following:

- Performing map and plan checking for a variety of public and private projects
- Reviewing property descriptions
- Reviewing tentative, parcel, subdivision maps, commercial and residential plans, civil and landscape improvements, lot line adjustments, and annexation maps
- Checking plans for compliance with City's engineering criteria, plan checklist, ordinances and construction standards
- Updating and organizing engineering data and departments map, including City's base maps and related GIS data
- Maintaining map, deed, subdivision, parcel, and streetlight log files
- Administering engineering contracts; reviewing consultant's deliverables
- Reviewing and issuing encroachment permits
- Assisting with Pavement Management Program
- Assisting the development and management of GIS data, and other City infrastructure data
- Assisting in the delivery of the Capital Improvement Program
- Drafting Council agenda reports
- May supervise staff

## **EDUCATION AND EXPERIENCE**

Possession of an Associate degree with major course work in civil engineering technology, land surveying, and/or construction management or a closely related field is required and two years of technical engineering experience involving the design and construction of civil projects. This classification is normally filled by the advancement from the classification of Engineering Technician or when filled from the outside, requires significant prior related work experience.

## IDEAL CANDIDATE

The ideal candidate will have exceptional technical skills and a strong desire to provide superior service to both internal and external customers. The ideal candidate will be an excellent communicator with an energetic and open style and will continually strive for improvement. Qualifications and desired skills include the following:

- Basic civil engineering principles, practices, and methods applicable to office and field work involving the design, construction, and maintenance of public works projects
- The ability to build positive and cooperative relationships with City departments and with local and regional public and private sector partners
- Basic design and construction practices and methods of public works infrastructure
- Engineering plan types, review practices, and permit filing and approval procedures
- Applicable Federal, State, and local laws, codes, and regulations, including administrative and department policies and procedures
- Technical engineering mathematics
- Technical report writing practices and procedures
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff

## THE APPLICATION PROCESS

Obtain an application online at <https://www.cloverdale.net/DocumentCenter/View/4254/City-of-Cloverdale-Employment-Application-PDF>, or call Human Resources at (707) 894-1711. An application, supplemental questions, references, resume (three-page maximum and a detailed cover letter (two pages maximum) can be emailed to [speterson@ci.cloverdale.ca.us](mailto:speterson@ci.cloverdale.ca.us) or be mailed to:

City of Cloverdale  
Attention: Shannon Peterson, Finance & HR Analyst  
124 N. Cloverdale Blvd.  
Cloverdale, CA, 95425

For any additional information, call Shannon Peterson at 707-894-1711 or email: [speterson@ci.cloverdale.ca.us](mailto:speterson@ci.cloverdale.ca.us). Documents, as required, will be reviewed and the candidates who possess the most desirable qualifications will be invited to interview for this position. References will be contacted only following candidate approval. Appointment is subject to successfully passing a pre-employment physical and background/criminal history check.

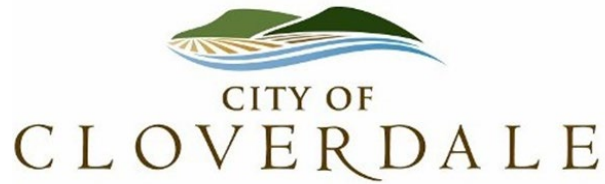
If you have a disability that requires test accommodations, please call the Human Resources Department at (707) 894-1711.

## BENEFITS

- CalPERS retirement 2% @ 55 for Classic members, employee contributes 2.51% and 2% @ 62 for new members, employee contributes 50% of the total “normal Cost” currently 6.75%
- 11 paid holidays per year
- 4 paid floating holidays per year
- Vacation: 13 days per year for first two years; 15 days per year for two – five years of service; and additional increases based upon years of service as per the Cloverdale Classified Service Employees MOU
- 12 sick days per year (accrue 1 day each month of service) with a 2,080 hour maximum accrual
- Sick Leave Incentive – employee’s use of sick leave within a calendar year (January – December) may qualify for conversion of unused sick leave to vacation leave based on agreed upon utilization schedule.
- City pays 95% of monthly premium for employee and dependent healthcare and 100% of cost for dental/vision coverage.
- Life Insurance: Equal to one time the employee’s annual base salary, plus \$5,000, rounded to next highest \$1,000. The premium is paid by the City
- Other supplemental Insurance programs available at employee’s expense.
- Employee Assistance Program

**The City of Cloverdale is an Equal Opportunity Employer**





## SUPPLEMENTAL QUESTIONS

In addition to your completed application form, resume, and cover letter, please provide written responses to the following four questions:

1. Describe your experience reading and interpreting civil engineering plans and drawings.
2. Describe your experience issuing permits and field checking constructions for compliance with permit conditions.
3. Describe your experience providing “over the counter” customer support for a variety of questions regarding sidewalk repair, sewer, and water service, outside service user requests, etc.
4. Describe your computer experience, including the type of software you have used, your level of experience with each, and a description of the reports you have prepared.