

Compensation and Benefits

Salary range: \$5,135-\$6,266 per month, DOQ

Retirement: Membership in the California Public Employees Retirement System (CalPERS) as defined by PEPPRA. Employee's pay the employee contribution on a pre-tax basis. City does not participate in Social Security.

Life Ins: \$75,000 group term life.

Vacation: 10 days per year, increasing with service.

Holidays: Employees receive 12 paid holidays per year.

Sick Leave: Employees accrue 12 sick days per year.

LTD Ins: 100% paid by City.

Medical Ins: Dental and vision care insurance premiums for employee and dependents paid by City. Employee may choose from Kaiser or Anthem Blue Cross for medical coverage. Employees pay a portion of the medical premium on a pre-tax basis.

Longevity Pay: 2% to 6% additional compensation may be granted for 5- 25 years of service.

EAP: EAP Program for employee and dependents paid by City.

Add'l Benefits: Credit union, deferred compensation plans and Vantage Care Plans are available.

The City

Healdsburg is located 70 miles north of San Francisco on Highway 101 in the literal heart of the wine country. With a population of approximately 11,000 residents, the City's small town charm is reflected in quiet, friendly neighborhoods and traditional Spanish-style plaza. The City of Healdsburg enjoys a moderate climate. Summer temperatures range from 70 to 90 degrees with cool evenings. Winters are mild, with the average rainfall being 40 inches per year and with no snowfall. Because of its location on the Russian River and the surrounding wine valley regions, it offers a wide variety of recreation, scenic and historic attractions and provides excellent opportunity for fishing, hiking, canoeing, swimming and water skiing.



EMPLOYMENT INFORMATION: Prior to employment, the candidate selected for the position will be required to successfully pass a thorough physical examination given by a City-designated physician. Background and references checks will be conducted on the final candidate. **ACCOMMODATION:** Candidates who require special accommodations due to a legal disability, should supply the Personnel Department with documentation and a written request five (5) days prior to the date of examination on the need for accommodation. **SPECIAL NOTE:** The information contained in this job announcement does not constitute either an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

Announcement Date: March 9, 2016

The City of Healdsburg is an equal opportunity employer and complies with the provisions of the Americans With Disability Act (ADA). Women and minorities are encouraged to apply

City of Healdsburg, California

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Phone: (707) 431-3322
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www.ci.healdsburg.ca.us



Invites applications for:

Engineering Technician



Open until filled



The Position

The City of Healdsburg is accepting applications for the position of Engineering Technician. There is one full-time position in the Public Works Department. The Engineering Technician is a non-exempt position

and is subject to a six-month probationary period.

Under general supervision, performs a variety of technical support duties 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 and performs related work as required.

Status/Organizational Relationships

Receives general supervision from assigned supervisory and managerial staff. Exercises no direct supervision of staff.

Distinguishing Characteristics

Entry level of the classification series. Initially under close supervision, incumbents perform lesser skilled tasks while learning to use and apply their skills and knowledge. Level of supervision is dependent on the abilities of the incumbent.

Essential Job Duties

The following duties are considered essential for this position:

- Respond to inquiries for general and detailed information from the general public, contractors, architects, and city personnel concerning private and public improvement projects, flood zones, study zones and City standards, policies and code requirements as administered by the Public Works Department.
- Prepare, file, update, maintain, and retrieve a variety of engineering maps, documents, contracts, and records.
- Use assessor's maps, Computer Aided Drafting (CAD), Geographic Information System (GIS) and

recorded documents to gather data for planning and engineering departments.

- Apply CAD and GIS skills for the production of thematic maps, public improvement construction plans and standard drawings based on instruction from a supervisor. Gather and document utility locations in the field for engineering CAD drawings and GIS system updates.
- Preparation of construction specifications, plans, estimates and bid packages for City projects.
- Plan check and calculate fees of encroachment permits, building permits and subdivision projects for compliance with Public Works administered standards and City Code requirements.
- Assist in City-wide review of subdivision map and construction plans; prepare related correspondence, agreements, staff reports, and resolutions.
- Assist Public Works Inspector with construction inspections.
- Assist Public Works Utility Workers with researching and documenting utility conditions and locations in the field.
- Perform other related duties as assigned.

Minimum Qualifications

Knowledge of: Basic knowledge of the terminology, methods, practices, and techniques of engineering; basic knowledge of drafting and design nomenclature and symbols; knowledge of mathematics and trigonometry; basic knowledge of Auto CAD and Arc View GIS; basic knowledge of modern office procedures and equipment; and knowledge of MS Office software including Word, Excel and Outlook.

Ability to: Prepare tabulations and reports; read and understand diagrams, maps and construction plans; understand and communicate technical engineering information to others; establish and maintain effective working relationships with supervisors, general public, contractors and developers; research city, state and federal code requirements, and a variety of engineering, planning and building information; lift and carry twenty-five (25) pounds on occasion; and understand and use computer-aided design, modeling, and other application programs.

Licenses

Must possess and maintain a valid California Class C driver's license during the course of employment.

Education and Experience

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of the twelfth grade supplemented by college level courses in mathematics, CAD, GIS, construction practices, materials testing and/or other related courses.

Experience: Two years of full time experience in CAD, GIS, field survey, office engineering work, certificate of completion from an accredited Civil Engineering Technology or other related work/technical program. Technology or other related technical program may be substituted for one year of the experience requirement.

Application/Selection Process

To be considered for the position, applicants must submit a completed City of Healdsburg application. Apply online at www.ci.healdsburg.ca.us or download the required application and mail your application materials to the City of Healdsburg Personnel Office, 401 Grove Street, Healdsburg, CA 95448. **Position is open until filled.**

The qualifications of each applicant, as set forth in the application, will be reviewed by a screening committee. A limited number of qualified applicants possessing the most desirable qualifications may be invited to participate in the subsequent phase of the evaluation process which is the oral interview.
