



THE CITY OF REDWOOD  
CITY INVITES  
APPLICATIONS FOR:

## ENGINEERING TECHNICIAN I/II (AUTOCAD )

#22A-25

*Hybrid schedule - 3 days in office  
and 2 days working remotely.*

### MONTHLY SALARY:

Engineering Tech I

\$6,195- \$7,533

Engineering Tech II

\$6,809 - \$8,281

**Closing date 8/21/2022** or upon  
*receipt of the first 100 applications*  
(Opened 7/29/2022)

### Application Process

Apply online at  
[www.calopps.org/city-of-redwood-city](http://www.calopps.org/city-of-redwood-city)  
Candidates with a disability, which  
may require special assistance in  
any phase of the application or  
selection process, should advise the  
Human Resources Division upon  
submittal of application.

### Selection Process

Oral Board Interview  
Tentatively scheduled for  
**Week of September 5, 2022**

All applications will be reviewed for  
completion, relevant education,  
experience, training and other job  
related qualifications. Those who  
best meet the stated qualifications  
and requirements for the position will  
be invited to participate in the  
selection process. The specifics of  
the selection process will be  
communicated to those selected  
candidates.

## ABOUT THE CITY



The City of Redwood City is a San Francisco Bay Area community located in the heart of Silicon Valley, the technology-rich region extending from the San Francisco shoreline to the foothills of the Santa Cruz Mountains. Redwood City is the third largest city within the County of San Mateo, with over 85,000 residents. The City enjoys an average of 255 sunny days a year, which it boasts via the City slogan: "Climate Best by Government Test"

## Why join the Redwood City team?

Diverse. Goal-Oriented. Vibrant. Flexible. These would all be associated with your work in our dynamic community and on our high-performing team. We offer a wide range of meaningful career opportunities with potential for growth, training and development, competitive salaries, flexible work schedules, paid time off, and robust benefits. The Redwood City team is guided by the [core values](#) of **excellence, integrity, service and creativity**. Inherent in these values is a great organizational culture based on trust, strong and supportive leadership, respect, risk-taking, empowerment, and effective communication. The community is known for its inclusivity, strong engaged neighborhoods, and civic pride. The City works diligently to maintain positive and productive relationships with community partners, together providing outstanding services, programs and opportunities for residents and businesses. This mix of tradition and progress, community and diversity, makes Redwood City an extraordinary place to work and call home. If you're looking to grow your career as a part of a hard-working and fun Community Development team that fosters innovation, creativity and collaboration, we hope you'll apply.

## ABOUT THE POSITION

The City of Redwood City invites you to apply for the position of **Engineering Technician I/II (Drafting, Design and Support Services)**. Engineering Technicians typically perform technical duties in one or more three service areas: Drafting, Design and Support Services; Construction Inspections Services; and/or, Permitting Services. The current opening will focus primarily on Drafting, Design and Support Services, with an emphasis in capital improvement plans and specification preparations, and civil engineering design supports, in the Community Development Services Department.

Candidates may be selected at either the Engineering Technician I or II level, based on their demonstrated knowledge, skills and ability. **The Engineering Technician I** position is the entry level position of the classification series. Incumbents at this level will be reasonably expect to progress to the Engineering Technician II level upon completion of training and satisfactory job performance. **Engineering Technician II** is the intermediate level position of the classification series. Incumbents at this level will be given assignment with a higher degree of complexity, and will progressively be expected to perform their work with greater independence.

## THE IDEAL CANDIDATE

Will embrace the City's emphasis on excellent customer service; will be a team player who can work independently with all members of the public, including contractors, property owners, and others contacted in the course of work; will demonstrate excellent verbal and written communication skills; a self-motivated individual who is experienced in civil engineering technical drafting principles and practices. The successful candidate will have some experience and training in using AUTOCAD/Civil 3D to prepare plans and maps; and in reading and interpreting construction plans, drawings, and field sketches; will use initiative, independent judgment and time management skills; will demonstrate basic computer skills to operate automated work systems; and will have a sense of humor.

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## BENEFITS

The successful candidate will enjoy the following benefits:

- **Public Employees Retirement System (PERS)** 2%@60 for current "classic" members, 2%@62 for new members
- **Health Insurance** opportunity to select from a variety of **health plans** that are administered by PERS; Maximum City contribution is **\$1975.39/month**.
- **Dental** insurance: City pays 95% of premium.
- **Vision** insurance: City pays 95% of premium.
- **Employee Assistance Program**
- **Vacation** leave: 10-25 days/year
- **Sick leave** of 12 days per year
- **Holidays:** 18 paid holidays/year
- **Education Reimbursement Program** of \$1,500 annually.
- **Life Insurance** provided by City
- **Long Term Disability** City paid Basic plan.
- **Fitness center** access at City facilities
- **Commuter program** available (6 minutes walk from Caltrain)

## Employee Safety amidst COVID-19

The City presently provides unlimited COVID testing for employees and their family members. City Hall has top of the line, recently updated air filtration and sanitation systems. Executive leadership is responsive to changing public health guidance, and values employee safety. The City typically follows San Mateo County guidance regarding masking and other public health measures.

## Some of what you'll do, at a glance:

- Prepare accurate simple design layouts, engineering base maps, and final improvement drawings in accordance with industry and City CAD and technical drawing standards and practices using AutoCAD/Civil 3D.
- Prepare accurate as-built drawings for completed improvement projects using AutoCAD. Assist in monitoring and maintaining record drawing database.
- Assist engineering staff in conducting field and office studies/investigations, preparing diagrams, maps, and reports.
- Participating in project survey and design, and in the preparation of the improvement project reports, plans, specifications and estimates.
- Assist in the preparation of plans and specifications for the construction of routine and minor public works projects and assist in this regard for larger projects; research project design requirements; perform calculations; prepare estimates of time and material costs.
- Perform title searches, research rights-of-way and easements based on legal descriptions.
- Attend staff meetings regarding public works and utility matters.
- Make field checks of project sites or survey area to verify survey results of features. May perform field inspections and participate in survey work.
- Assist in the coordination of office and field engineering tasks with other City departments and outside agencies.
- Prepare a variety of special engineering-related reports and studies. Prepare and interpret legal descriptions.
- Respond to routine inquiries from developers, contractors, and the general public regarding City requirements relative to the construction, alteration and maintenance of public works facilities.

Incumbents may also be assigned to or assist in the Construction Inspections Services or Permitting Services areas. Duties may include field inspections of various structures such as utilities, streets, sidewalks, gutters, and other offsite constructions; and/or issuance and closure of engineering construction and utilities permits; coordinate and conduct bid openings, tabulate bid results, and assist the public with routine and technical information. Incumbents will perform other related duties as assigned.

**MINIMUM QUALIFICATIONS:** *Any combination of experience and training that would likely provide the required knowledge, skill and abilities are qualifying.*

### Engineering Technician I:

**Experience:** None Required. However, some progressively responsible para-professional civil engineering, office/business administration, government permit issuance, inspection or related experience is desirable.

**Education and Training:** Equivalent to completion of the twelfth grade supplemented by specialized college level courses preferably in civil engineering, civil engineering drafting or related subjects.

### Engineering Technician II:

**Experience:**

Minimum two (2) years similar to that of an Engineering Technician I in the City of Redwood City.

**Education and Training:** Equivalent to completion of the twelfth grade supplemented by specialized college level courses preferably in civil engineering, business administration, construction, construction management or related subjects. An Associate or a Bachelor of Science degree is desirable.



**Licenses & Certificates:**

Must possess a valid California Driver's License and satisfactory driving record.

**Knowledge of:**

- Basic accounting and mathematics including algebra, geometry, and trigonometry
- Standard and accepted English usage, spelling, grammar, and punctuation.
- Modern office operations, record management methods, software, equipment and practices.

**Ability to:**

- Understand and interpret engineering plans and specifications and prepare accurate engineering records.
- Communicate clearly and concisely, orally and in writing.
- Perform technical research and provide reliable staff support for work on engineering projects.
- Perform engineering calculations with speed and accuracy.
- Use and care for engineering and drafting instruments and equipment.
- Assist with the preparation of plans, drawings, specifications, diagrams, and sketches pertaining to public works development and maintenance projects.
- Operate a variety of automated office equipment including computer, and related applicable software, printers and plotters.
- Use AutoCAD to prepare improvement plans, as-builts, and maps. Practical knowledge and training in Civil 3D is highly desirable.

**Additional Information:**

Engineering Technician II candidates will demonstrate possession of the following additional knowledge and/or experience:

- Principles and practices of civil engineering as performed by a paraprofessional engineering position.
- Computer-aided drafting techniques and surveying practices.
- Basic engineering mechanics of structures
- Applicable laws, regulations, codes and departmental policies governing the construction of assigned projects
- Methods and techniques of engineering design, investigation, drafting, and estimating
- Knowledge of or experience in GIS Mapping (desirable).
- Knowledge and training in Civil 3D (desirable).

**A City application including supplemental questionnaire is required.** Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including the following:

- Criminal History Check
- DMV Check

Prior to appointment, candidates will also be required to pass a pre-employment physical at no cost to the candidate.

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**SUPPLEMENTAL QUESTIONNAIRE  
ENGINEERING TECHNICIAN I/II (AUTO CAD AND CONSTRUCTION INSPECTION SERVICES) #22A-25  
CITY OF REDWOOD CITY**

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1. Please answer the following supplemental questions. Describe your experience and/or training in civil engineering design and AutoCAD/Civil 3D drafting.
2. Describe your experience and/or training topographical surveys in the fields.

***The City of Redwood City is proud to be an Equal Opportunity Employer!**  
The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire.  
Any provisions contained in this bulletin may be modified or revoked without notice.*

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