



CITY OF OAKLAND
invites applications for the position of:
Engineering Technician II (Office)
(Continuous)

SALARY: \$33.33 - \$40.93 Hourly
\$64,993.50 - \$79,813.50 Annually

OPENING DATE: 08/24/20

CLOSING DATE: Continuous

THE POSITION:

PLEASE NOTE:

Due to current events and the statewide shelter-in-place order, all exam dates and locations are tentative. Applicants will be notified as further information becomes available. Applicants should also check their email on a regular basis for updates

The City of Oakland is currently recruiting to fill one (1) Engineering Technician II vacancy within the Department of Transportation. The ideal candidate will have basic knowledge of engineering principles and good communication skills as well as the ability to use design tools to develop complex work orders; work independently in the field making observations and measurements; provide direct service, for internal and external customers; and facilitate the coordination of various tasks, including over the counter permit services, on a daily basis.

The incumbent performs a variety of technical, civil and traffic engineering work in the field, office or at the permit counter; and performs drafting work. Performs related duties as assigned.

This is a classification whose incumbents perform a variety of technical duties for traffic, design, maintenance and permit departments. This position is distinguished from Engineering Technician I in that the incumbents perform more technical and detailed tasks and have greater knowledge of civil and traffic engineering work.

***REQUIRED AT TIME OF APPLICATION:** Copy of college transcripts. Applications without the required documents will not be considered further. Please be sure to scan and attach the required documents to your online application.

This recruitment may close without notice, once a sufficient number of applications have been received.

The eligibility list established from this recruitment may be used to fill other vacancies that occur within the City including full-time and permanent part-time positions, if applicable.

* Click on the link below to see a video on what it's like to work for the City of Oakland!
[Working for the City of Oakland](#)

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Draft and interpret maps, engineering plans, charts, diagrams, graphs, tables and sketches for engineering projects; interpret legal descriptions of property boundaries.

- Perform preliminary review of plans and utility street permits.
- Process and issue engineering and related construction permits; verify city permit requirements are met.
- Advise public, City staff and other agencies of construction requirements, standards and related technical problems.
- Organize and conduct traffic studies.
- Operate a motor vehicle in the performance of assigned duties.
- Input and retrieve computer data.
- Assist in construction inspection of annual street reconstruction and resurfacing project.
- Interpret and verify compliance of applicable city codes and ordinances and specific conditions of approval.
- Prepare work orders; make field determinations of scope and method of work to be performed.
- Respond to public inquiries; enforce City policies and codes.
- Compile data and provide input for reports, including proposed solutions.
- Perform traffic maintenance and sewer maintenance data base operation as required.
- Verify appropriate contractors' licenses, City business tax certificate, worker's compensation and other insurance.

MINIMUM REQUIREMENTS FOR APPLICATION:

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education: Equivalent to the completion of the twelfth grade supplemented by college course work in engineering, mathematics, surveying, drafting and computer aided design and drafting. Two years of college course work in an architecture or engineering curricula may be substituted for one year of experience.

Experience: Two years of experience comparable to that of an Engineering Technician I in the City of Oakland.

License or Certificate / Other Requirements:

Successful incumbents in this position are expected to operate automotive vehicles in the performance of assigned duties. Due to the nature of the assignment and the hours worked, public transportation may not be a cost effective or efficient method for traveling to the various locations required. Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

KNOWLEDGE AND ABILITIES**Knowledge of:**

- Principles of engineering; algebra and trigonometry.
- Surveying techniques and practices.
- Terminology, methods, practices and techniques of drafting including computer aided design and drafting.
- Office equipment used for reproducing maps, charts and other graphics.
- Radar gun and traffic counting equipment.
- Engineering maps and records.
- Modern office methods and procedures.
- Safe work practices.

Ability to:

- Read, understand and interpret construction plans and specifications and property records.
- Perform basic engineering and mathematical calculations with speed and accuracy.
- Read and interpret applicable City codes and ordinances.
- Perform engineering drafting work.
- Operate a computer.
- Understand and follow oral and written instructions and sketches.
- Understand legal descriptions of property boundaries.
- Communicate effectively in both oral and written form.
- Work in a complex and demanding environment with significant public interaction.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

SUPPLEMENTAL INFORMATION:

The Selection Process

Stage I: The first stage in the selection process will consist of a review of each applicant's employment application, transcripts and supplemental questionnaire for minimum qualifications (weighted pass/fail). **Be sure to scan and attach a copy of your college transcripts to your online application.** Applications submitted without all required materials will not be given further consideration.

Stage II: The second stage will consist of subject matter experts evaluating and rating the completed supplemental questionnaires. Applicant responses to the supplemental questions must demonstrate the knowledge, skills and abilities listed in the qualifications section of this announcement. The evaluation of supplemental questions will be weighted 100% of an applicant score (before residency, seniority and/or veteran points, if applicable) and will determine rank on the eligible list. If a sufficient number of quality application packets are received, the supplemental screening may be followed by a third stage and the most qualified applicants will be invited to the next stage. Meeting the minimum qualifications does not guarantee advancement to Stage III.

Stage III: The third stage may consist of an oral examination that may be preceded by a brief written exercise (weighted 100%) that will test the knowledge, skills and abilities listed in the qualifications section.

The ranked eligible list may be developed directly from the supplemental screening OR the results of Stage III. Candidates must earn a scale score of 70 in this examination process to be placed on the eligible list for employment consideration.

Applicants are required to submit criminal history information upon request after receiving a conditional offer of employment. If the requested information is not furnished in a timely manner, applicants will not qualify for further consideration and will be removed from the eligible list.

The City of Oakland reserves the right to modify the selection process and date of examination as necessary to conform to administrative or business necessity.

How to Apply

Apply prior to the closing time of the job announcement and allow at least two to three hours to submit your application if you are a new user on the system. **APPLICATIONS ARE ACCEPTED ONLINE ONLY.** You may apply and view current openings by visiting our employment opportunities webpage at: <http://agency.governmentjobs.com/oaklandca/default.cfm>.

If you do not have access to a computer, there are computer stations available at any City of Oakland Public Library. There are also work stations at the Human Resources Management Department, 150 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA 94612. Work stations are available during regular business hours (normally 9:00 a.m. to 5:00 p.m.). **Due to current events and the statewide shelter-in-place order, City facilities may be closed to the public.**

Our on-line application system is provided by NeoGov. If you have problems while applying online, please contact NeoGov's Live Applicant Support at (855) 524-5627 between 6:00 AM and 5:00 PM Pacific Time, Monday - Friday.

You may also call the City of Oakland Human Resources Management Department during regular business hours at (510) 238-3112 for information; however, we are unable to provide technical support for the online application system.

The City of Oakland is an EEO/ADA Employer.

ADVISORIES

Immigration and Reform Control Act: In compliance with the Immigration and Reform Control Act of 1986 the City of Oakland will only hire individuals who are legally authorized to work in the United States.

Exam Access Accommodation: In compliance with local, state and federal laws and regulations, the City of Oakland will employ and promote qualified individuals without regard to disability. The City is committed to making reasonable accommodations in the examination process and in the work environment. Individuals requesting reasonable accommodations in the examination process must do so no later than five working days after the final filing date for receipt of applications, otherwise it may not be possible to arrange accommodations for the selection process. Such requests should be addressed to the Department of Human Resources Management, 150 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA 94612-2019 or call (510) 238-3112 or TDD (510) 238-3254.

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<http://www.oaklandca.gov/>

150 Frank H. Ogawa Plaza - 2nd Floor
Oakland, CA 94612
(510) 238-3112

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Position #20-ET125-08
ENGINEERING TECHNICIAN II (OFFICE) (CONTINUOUS)
CD

Engineering Technician II (Office) (Continuous) Supplemental Questionnaire

- * 1. Be sure to answer the supplemental questions thoroughly and accurately. **Applicants are responsible for clearly, completely, and accurately identifying their qualifications. The rating of the supplemental questions will determine your application status and/or rank on an eligible list.** I have read and understand the statement above concerning submission of supplemental responses.
☐ Yes ☐ No

- * 2. **REQUIRED DOCUMENT:** Applicants must scan and attach a copy of college transcript(s) to qualify for participation in the recruitment process. I understand and acknowledge that my application will be considered incomplete if I do not attach the required document.
☐ Yes ☐ No

- * 3. Please indicate the highest level of education that you have completed.
 - ☐ Some High School
 - ☐ High School Diploma or GED
 - ☐ Some College (no degree)
 - ☐ Associate's Degree (or similar)
 - ☐ Bachelor's Degree (or equivalent)
 - ☐ Graduate Degree (any type)
 - ☐ Other (not listed above)
- * 4. Do you have college course work in engineering, mathematics, surveying, drafting and computer aided design and drafting?
 - ☐ Yes ☐ No
- * 5. Please list the courses you have completed in response to the question above:
- * 6. Please clearly and thoroughly state how your education and experience meet the minimum qualifications for this position.
- * 7. Please describe your experience reviewing and approving development plans, capital improvement plans, drafting and/or preparing engineering plans, charts, diagrams, graphs, tables and sketches for engineering projects.

Include how long you worked on those projects and your level of involvement.
- * 8. Describe your experience attending to daily permit counter activities and/or performing records research and management.

If applicable, please describe your experience working with the permit types below:
 - A) Construction within right of way (i.e., encroachments, excavations, improvements).
 - B) Street closure or obstruction permits.
 - C) Utility installation and excavation permits (including franchises, sewer lateral, etc.).
 - D) Other permits, plans review, and approval of improvements within the right of way or in private properties.
- * 9. List the tools and computer applications you have used for records research and management and/or for permit issuance. Describe the office equipment you have used to reproduce maps, charts and other graphics.
- * 10. Please describe your experience handling a customer complaint. In your response, provide an example, the steps you took to resolve the complaint, and the outcome.
- * 11. **Acting assignments:** If you have served in an Acting assignment that you would like considered as experience towards the minimum qualifications requirement, please list the

Acting assignment(s) separately in the "Work experience" section of your application. For each Acting assignment, the description must include the Acting job title (use the word Acting as part of the job title), dates and hours served, and duties performed.

I understand the above statement and will list any Acting assignments separately in the "Work experience" section of my application form.

☐ Yes ☐ No

- * 12. Answers to the above supplemental questions MUST be supported by information contained in the "Education" and "Work Experience" sections of this application. Answers not supported by information contained in the "Education" and "Work Experience" sections of this application will NOT be considered. I have read and understand this statement.

☐ Yes ☐ No

* Required Question