



CITY OF BREMERTON
invites applications for the position of:

Engineering Technician III

SALARY: \$28.18 - \$33.15 Hourly

OPENING DATE: 02/05/18

CLOSING DATE: 04/05/18 05:00 PM

GENERAL FUNCTION:

Mid-level engineering technician position that performs office and field engineering tasks to support engineering division activities. Creates mid-level drawings and maps using AutoCAD and GIS software, gathers field data using various survey equipment, inspects construction of utility (water, wastewater, storm water) infrastructure and right-of-way improvements, and collects and interprets traffic data.

REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note – this list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position.)

Independently inspects and documents inspection of public works capital projects of moderate complexity. Confirms improvements are installed in compliance with contract documents. Maintains field data and perform calculations to establish pay quantities and coordinates with contractors on construction issues.

Communicate with public in the field during construction projects to coordinate and resolve construction issues and concerns.

Independently performs mid-level drafting using current version of AutoCAD, to include field measurements and drafting for record drawings, developing, and updating standard plans and details.

Use basic functions of ArcMap to create exhibits in GIS.

Provides customer service to support development review and permitting. Reviews and sells right-of-way and utility permits, provides information and maps, and writes enforcement letters.

Performs minor field survey using automatic level and GPS equipment.

Collects and interprets traffic data.

Other Duties

- Regular attendance is an essential requirement
- Performs related work as assigned and/or required

QUALIFYING EDUCATION AND EXPERIENCE (MINIMUM REQUIREMENTS):

Any combination of education and experience equivalent to an Associate Degree in Engineering Technology and two (2) years of relevant field or office experience.

Valid Washington State Driver's License
Current Flagger certification

Knowledge of:

- Basic Civil Engineering practices and principles.
- Public works inspection and documentation.
- CSI and WSDOT Standard Specifications.
- AutoCAD Civil, current release.
- Survey principles and use of equipment.
- GIS Software.

Ability to:

- Interpret engineering and construction drawings, problem-solve, make judgment calls and minor design changes in field to adapt on conditions.
- Maintain clear and accurate construction records.
- Be proactive in the field to identify and proactively resolve construction issues.
- The ability to get along with others and be part of a team. Communicate in a fair and assertive manner both verbally and in writing.
- Create AutoCAD drawings for utility and transportation improvement projects.
- Interpret engineering drawings and specifications.

EXAMINATION PROCESS:

Applicants can apply on-line at <http://www.ci.bremerton.wa.us/169/Current-Jobs>, or application packets may be obtained from the Human Resources Department, Cobweb, or by calling (360) 473-5241.

Required Application materials: City application and personal résumé are required. Incomplete application packets will not be considered. Required application materials must be returned to the Human Resources Office by 5:00 p.m. on the closing date. The City of Bremerton is NOT responsible for errors of any kind with faxed or e-mailed application packets. Original signature is required on application forms. It is the responsibility of the applicant to carefully list all pertinent experience and training.

Required Assessments:

As part of the application process applicants are required to participate in a pre-employment assessment process. Please click the link below to participate in the assessment.

<http://www.ondemandassessment.com/verify/apply/eReeqRS/hbaPPCbE>

Assessments are required. Application packets will not be considered if assessments are not completed. Required assessments must be completed by 5:00 p.m. on the closing date.

Appraisal of Experience and Education/Training: Application packets will be evaluated on the basis of information provided. Applicant's education, training, and experience will be assessed. The passing score is 70%. The top qualifying candidates will be invited to participate further in the examination process. Meeting or exceeding qualifications does not guarantee the applicant will be invited to participate in the oral examination process.

Placement on the eligibility list is determined by weighted examination scores as follows:

Appraisal of application packet regarding Experience and Education/Training -
Passing Score 70% - Weight 40%

Oral Examination - Passing Score 70% - Weight 60%

Applicants must achieve a score of 70% or better on each portion of the exam in order to be placed on the hiring list.

EMPLOYEE UNIT: Successful applicants will be required to join Teamster's Local 589 and pay union dues.

APPLICANTS SELECTED FOR HIRE MUST SUCCESSFULLY PASS A BACKGROUND CHECK AND SUBMIT A CURRENT DRIVER'S ABSTRACT.

LEGAL and REGULATORY EMPLOYMENT CONDITIONS

Fair Labor Standards Act: The classification is non-exempt under the laws of Fair Labor Standards Act minimum wage and overtime provisions.

Representation: The classification is included in the bargaining unit pursuant to the Recognition Article of the current labor agreement between the City of Bremerton and the Teamsters Local 589.

Civil Service: The classification is excluded from the City's Civil Service System.

Appointment and Removal Authority: The position is filled by appointment by the Department Head. Removal is by action of the Department Head in conformance with Human Resources Policies.

This classification specification does not constitute an employment agreement between the City and employee. It is subject to change by the City, with the approval of Human Resources, as the needs of the City and requirements change.

NOTE TO APPLICANTS WITH DISABILITIES: Applicants with disabilities who will need special accommodation for the hiring process must advise Human Resources no later than one (1) week prior to the scheduled appointment so that appropriate arrangements can be made. (360) 473-5347.

**The City of Bremerton is proud to be an Equal Opportunity Employer
Committed to a Diverse Workforce**

humanresources@ci.bremerton.wa.us
