



**CITY OF RIVERSIDE**  
invites applications for the position of:  
**ENGINEERING TECHNICIAN**

*City of Arts & Innovation*

**SALARY:** \$31.02 Hourly  
\$2,481.23 Biweekly  
\$64,512.00 Annually

**OPENING DATE:** 08/22/19

**CLOSING DATE:** 09/08/19 11:59 PM

**THE POSITION:**



The City of Riverside is accepting applications for the position of **Engineering Technician** to fill one (1) current vacancy in the **Electric Engineering Division** of the **Public Utilities Department**. The eligibility list established may be used to fill the current and/or upcoming vacancies within this classification for up to six (6) months.

Engineering Technician will perform para-professional office and field engineering work. Depending upon level and assignment, work includes drafting; field; survey; project design, calculations, and layout; contract administration; inspection; engineering related computer aided technology and applications; and related duties as required.

**WORK PERFORMED:**

**The duties below are specific to the current vacancy in the Electric Division of the Public Utilities Department. To review the full scope of duties for Engineering Technician in other divisions, [click here](#).**

Typical duties may include, but are not limited to:

When assigned to Electric Transmission and Distribution:

- Calculate and notify customers of required fees and charges (bonds, streetlight fees) under general supervision.
- Layout and design residential tracts (larger than 15 lots) including street lighting, single-phase primary and all transformers and services under general supervision.
- Understand and interpret customer information to determine general requirements and needs for single-family residential and small commercial services. Typical activities include reviewing and approving customer's plans and forms, building permits, right of way cases, and over the counter permits under general supervision.
- Layout and design complex three phase services for projects of intermediate scope and size including transformers, service conductors, and associated structures using engineering formulas and practices; prepare estimates under general supervision.
- Check others work for conformance with well-established guidelines and standards. Develop and modify new guidelines and come up with non-standard solutions as needed under general supervision.
- Design and administer large electrical projects such as shopping centers, large industrial customers, major new feeders, large subdivisions, 4kV to 12kV Conversions and major street improvement projects under close supervision.
- Perform basic structural loading and guying calculations of wood distribution poles, complete all joint pole authorization forms, and design an efficient Overhead Distribution System under general supervision.
- Design custom street lighting systems and arterial street lighting systems and develop guidelines for standard layouts under general supervision.
- Prepare a single liine diagrams under general supervision.
- Assist in preparing purchase requisitions under general sueprvision.
- Schedule work under close supervision.
- Assist in preparing Board and Council memos under general supervision.
- Participate in utility coordination efforts under general supervision.

- Prepare feasibility reports and cost effective analysis under general supervision.
- Assist in budget preparation under close supervision.
- Assist in monitoring project cost under close supervision.
- Perform electrical calculations and analysis under general supervision.
- Assist in contract and project administration under general supervision.

Additionally, when assigned to Electric Contract and Project Administration:

- Track payroll and other job records; handle administrative paperwork under general supervision.
- Evaluate bids and recommend award for Board or Council approval under general supervision.
- Develop cost estimates for change orders under general supervision.
- Revise existing equipment and construction specifications; develop new equipment and construction specifications. Higher levels do more complex specifications under general supervision.
- Develop design and construction project schedules under general supervision.
- Coordinate with in house designers, consultants, and outside agencies under general supervision.
- Prepare and coordinate contracts with the City's Legal department under general supervision.
- Prepare transmittals and standard form correspondence including routine Board and Council Agenda items; prepare request for payment documents (authority to recommend or approve payment, depending on scope of project) under general supervision.
- Develop new approaches to project implementation to reduce costs and increase efficiencies. Workers at all levels are expected to look for and to make improvements in the way they carry out their work assignments under general supervision.

## **QUALIFICATIONS:**

### **Recruitment Guidelines:**

Education: Equivalent to completion of twelfth grade supplemented by the equivalent of 30 semester units in engineering and mathematics from an accredited college or university.

Experience: Six years of experience in the design and engineering phases of (depending upon assignment) municipal facilities including streets, sewers, storm drains; water utility facilities; or electric/water utility facilities. An Associate Degree may substitute for one year of the required experience. An additional year of experience may substitute for the 30 semester units.

### **Necessary Special Requirement:**

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

**To review the full scope of special requirements for Engineering Technician in other divisions, [click here](#).**

### **Highly Desired Qualifications:**

- Experience working with General Order (G.O.) 95 and 128.
- Proficient with the use of Microsoft Office applications including Outlook, Word, and Excel.
- Experience in design and layout of electric utility distribution systems, including overhead and underground facilities.
- Experience working with SPIDA Calc software for pole loading analysis.
- Experience with Oracle, SAP, and/or SQL computer application software to generate work orders, develop project cost estimates, perform project management and compose utility board memos and maps.

## **SELECTION PROCESS:**

### **DOCUMENTS REQUIRED AT THE TIME OF APPLICATION:**

1. Completed Employment Application
2. Completed Supplemental Questions

### **IMPORTANT INFORMATION ON SCHEDULING ASSESSMENTS:**

*If you are selected to move forward in the assessment process, you may be required to self-schedule your appointment. You will be notified via email of your status and provided with self-scheduling instructions. Please check your email regularly following the closing date of this recruitment.*

The selection process will begin with an employment application package screening, with the best qualified candidates being invited to participate further in the assessment process. This process may include any combination of written, performance, and oral assessments to evaluate job-related education, experience, knowledge, skills, and abilities. Those who successfully complete the selection process will be placed on the eligibility list for this classification.

It is the responsibility of candidates with a disability requiring accommodation in the assessment process to contact the Human Resources Department in writing to request such accommodation prior to the closing date of this recruitment.

Appointment may be subject to the successful completion of a pre-employment background investigation, drug screen, and/or medical/physical examination.

**NOTE:** The City reserves the right to modify selection devices and test instruments in accordance with accepted legal,

ethical, and professional standards. Candidates may reapply when there is a posting to establish an eligibility list.

**EDUCATIONAL REQUIREMENTS:**

Proof of education listed in your application will be requested at the time of conditional offer. Acceptable documentation consists of transcripts or degree, if applicable, by the accredited U.S. college or university.

Education obtained outside the United States (US) require one of the following options:

A. An equivalency statement from an evaluation company certified by the National Association of Credential Evaluation Services (NACES) at <http://www.naces.org/members.html> or the Association of International Credential Evaluators Inc. (AICE) at <http://aice-eval.org/members/>.

B. An advanced-level degree from an accredited US college or university.

**All applicants will be notified via e-mail or telephone of their application status and the assessment dates/times/locations after the closing date of this announcement.**

**THE PROVISIONS OF THIS JOB ANNOUNCEMENT DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT.**

**CITY OF RIVERSIDE, AS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER,  
ENCOURAGES APPLICANTS FROM DIVERSE BACKGROUNDS TO APPLY.**



APPLICATIONS MUST BE FILED ONLINE AT:  
<http://www.riversideca.gov>

3900 Main Street  
Riverside, CA 92522  
951-826-5808

[cityjobs@riversideca.gov](mailto:cityjobs@riversideca.gov)

Position #19-6876-01  
ENGINEERING TECHNICIAN  
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**ENGINEERING TECHNICIAN Supplemental Questionnaire**

- \* 1. **Instructions:** The information on the application and your responses to the following supplemental questions will be used to determine whether you meet the minimum and/or highly desirable qualifications for the position in which you are applying. Detailed responses must be provided for each question in order to ensure qualifications are properly considered.  
*(\*Do not refer to a resume in lieu of completing the supplemental questions).  
Employers listed on this questionnaire must also be listed and fully detailed in the work experience section of your application.*
  - I Understand.
- \* 2. Please indicate the type of valid driver's license you currently possess.
  - None
  - Class A
  - Class B
  - Class C
  - Out of State License
- \* 3. Please indicate the highest level of education that you have completed.
  - Less than a High School Diploma or GED
  - High School diploma or GED
  - Some college (up to 59 semester units or 89 quarter units)
  - Associate's degree or equivalent (60 semester or 90 quarter units)
  - Bachelor's degree or equivalent (120 semester or 180 quarter units)
  - Master's degree
  - PhD
- \* 4. Do you possess at least 30 semester units, or 45 quarter units, in engineering and mathematics from an accredited college or university?

Yes  No

- \* 5. Please indicate the amount of full time experience you possess in the design and engineering phases of municipal facilities including streets, sewers, storm drains; water utility facilities; or electric/water utility facilities.
- Less than 5 years  
 More than 5 years/Less than 6 years  
 More than 6 years/Less than 7 years  
 7 years or more
- \* 6. Please indicate the following regarding your experience listed in question 5 above, or relevant work experience:  
Employer:  
Job Title:  
Years of Experience:  
Examples of Duties:
- \* 7. Do you possess experience in any of the following areas (check all that apply):
- Proficiency in the use of Microsoft Office applications including Outlook, Word, and Excel.  
 Experience with Oracle, SAP, and/or SQL computer application software to generate work orders, develop project cost estimates, perform project management and compose utility board memos and maps.  
 None of the Above
- \* 8. Please indicate the following regarding your experience indicated above:  
Employer:  
Examples of Duties Related to Checked Item Above: Employer:
- \* 9. Please indicate the amount of experience you possess working with General Order (GO) 95 and/or 128.
- Less than 1 year  
 1 year  
 2 years  
 3 years or more
- \* 10. Please indicate the amount of experience you possess utilizing SPIDA Calc software for pole loading analysis.
- Less than 1 year  
 1 year  
 2 years  
 3 years or more
- \* 11. Please indicate the following regarding your experience listed in Questions 9 - 10 above, or relevant work experience:  
Employer:  
Job Title:  
Years of Experience:  
Examples of Duties:
- \* 12. **Certification:** I understand that I **cannot** update my application once it has been submitted. Therefore, I have fully completed **ALL** sections, provided **full descriptions of my duties and responsibilities** for each employer, and have fully answered **ALL** questions on the Supplemental Questionnaire. (***Do not refer to a resume or other documentation, as it will not be reviewed.***) *Employers noted on the Supplemental Questionnaire must also be included and fully detailed on the Application.*
- I understand.
- \* Required Question