



CITY OF YUMA
 Department of Human Resources
 One City Plaza
 Yuma, AZ 85364

<http://www.YumaAz.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:
 Senior Engineering Technician**

An Equal Opportunity Employer

SALARY

\$21.59 - \$30.23 Hourly \$3,742.51 - \$5,239.54 Monthly \$44,910.11 - \$62,874.45 Annually

FLSA: Non-Exempt position, eligible for overtime compensation.

OPENING DATE: 06/14/17

CLOSING DATE: Continuous

THE POSITION

*****This position is open until filled. To be considered for the first review, you must apply no later than July 9th, 2017*****

SUMMARY

Under basic supervision, assists professionals in the City Engineering and Public Works Department with research, field surveys, and traffic control projects; creates technical maps and drawings, and updates technical database for civil engineering infrastructure projects, using specialized AutoCAD and GIS software.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs inspections on Capital Improvement Projects (CIP), construction projects, and work sites for compliance with project plans, specifications, permit requirements, and safety and quality standards; prepares reports on work completed.
- Reviews and inspects traffic control plans for work zones, special events, CIP sites, and Public Works assets.
- Reviews and updates drawings, maps, project files, and GIS database for CIP, utility improvements, sewer and storm drains, traffic control, and other public works assets.
- Oversees and supervises the daily work assignments of Engineering Technicians.
- Provides paraprofessional services in the preparation of design drawings, bid abstracts, cost estimates projects and other design documentation required for the bidding and construction of public infrastructure.
- Produces drawings and maps for civil engineering projects, using specialized AutoCAD and GIS software.
- Researches and compiles data and technical descriptions, and updates City atlas and databases; transfers public works information, construction field notes and hand drawn sketches into appropriate utility atlas.
- Performs field surveys and inspections with specialized equipment to obtain precise location control positions; records survey data with technical AutoCAD software.

- Creates parcel and as-built maps and drawings for a variety of City departments and projects.
- Supports the relationship between the City of Yuma and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; promotes the City goals and priorities, and complies with all City policies and procedures.
- Maintains absolute confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines

High School Diploma or GED equivalent; AND three years of civil engineering, land surveying or drafting experience; OR an equivalent combination of education, training and experience. Associate's degree in Engineering, Computer Science or related field is preferred.

Knowledge of:

- City policies and procedures.
- Basic principles and techniques of civil engineering, engineering plans, and specifications.
- Methods and procedures for computer based mapping and drafting using AutoCAD and GIS software.
- Federal and state standards and protocols governing the design and construction of public works projects, including Manual on Uniform Traffic Control Devices (MUTCD) rules and regulations.
- Materials, methods, tools, equipment and supplies used in civil engineering projects.
- City geography, traffic patterns, and the location of streets, landmarks and buildings.
- OSHA safety rules and regulations, and safety standards in hazardous traffic environments.

Skill in:

- Reading, understanding, and manipulating geographic information in a variety of data formats.
- Operating a personal computer utilizing a variety of specialized hardware, software, and peripherals.
- Using GIS and AutoCAD application software.
- Reading and understanding plans, specifications and schematics.
- Maintaining records and files.
- Establishing and maintaining cooperative working relationships with co-workers.

LICENSE AND CERTIFICATION REQUIREMENTS

A valid Arizona State Driver's License is required. Technical training and certifications are preferred, and may be required for some incumbents in this class.

If working under the supervision of the Traffic Engineer, certification as a Traffic Control Supervisor, through the American Traffic Safety Services Association (ATSSA) is required within 12 months of employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a standard office environment and at job sites throughout the City. May be required to bend, reach, stoop, and lift objects; may be exposed to safety hazards.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.YumaAz.gov>
 OR

EXAM #2017 -00083
 SENIOR ENGINEERING TECHNICIAN
 JG

One City Plaza,
Yuma, AZ 85364

Senior Engineering Technician Supplemental Questionnaire

- * 1. By marking "Yes", I understand that my answers to the supplemental questions must be verifiable in the education and/or work history section of my job application.
 - Yes
 - No
- * 2. Do you possess three (3) years of civil engineering, land surveying or drafting experience?
 - Yes
 - No
- * 3. Do you possess a valid Driver's License? (An Arizona Driver's License will be required at the time of hire)
 - Yes
 - No
- * 4. This position requires a Traffic Control Supervisor certification, through the American Traffic Safety Services Association (ATSSA), be obtained within 12 months of hire. Are you agreeable to this term?
 - Yes
 - No
- * 5. Do you have experience preparing traffic control plans?
 - Yes
 - No
- * 6. Do you have experience reviewing traffic control plans?
 - Yes
 - No
- * Required Question