



PORT OF OAKLAND
invites applications for the position of:

PORT ASSISTANT ENGINEER (E/M WORK)

SALARY: \$9,363.00 - \$11,597.00 Monthly

OPENING DATE: 11/23/20

CLOSING DATE: 01/08/21 05:00 PM

JOB DESCRIPTION:

*** All completed applications for this position must be submitted online no later than 5:00 pm, on the closing date of the recruitment. PAPER APPLICATIONS WILL NOT BE ACCEPTED. Please follow all submission instructions to ensure your application is complete. Resumes will not be accepted in lieu of online applications, therefore, it is important for online applications to be completed fully. Late applications will not be accepted beyond the closing time and date for any reason, including any technical issues, such as system, browser, or computer failures, etc. ***

Selective Certification (Electrical)

The eligibility list generated from this announcement will only be used to fill specialized (Electrical Engineer) positions in the Engineering Department, Maritime Project Design and Delivery.

CLASS DEFINITION

This is professional mechanical and electrical engineering work at the intermediate action level, involving drafting and the application of professional knowledge and skills to practical mechanical and electrical engineering problems. Under general supervision, a Port Assistant Engineer (E/M Work) is expected to solve problems of moderate complexity with direct assistance available on the complex or more difficult assignment. The scope of the job requires some knowledge of the division's work and of Port operations. Contacts are predominately with other public agencies. Errors in judgment could result in serious consequences, but administrative controls limit the risk.

EXAMPLES OF DUTIES:

Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed. Incumbent may perform other related duties at the equivalent level.

- Performs detail drafting in preparing designs and plans for electrical and mechanical installations.

- Acts as inspector for electrical and mechanical construction projects, checking for conformity with plans and specifications.
- Prepares specifications, estimates of costs, quantities and work progress on electrical and mechanical engineering projects.
- Performs electrical and mechanical investigations and prepares reports.
- Prepares and maintains permanent office records and cost records.
- Performs related electrical and mechanical engineering work as required.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

This position requires a combination of education and experience reflecting possession of the required knowledge, skills, and abilities. A typical combination would include the following:

One year of professional electrical and/or mechanical engineering experience and possession of a State of California Engineer-In-Training (EIT)* certificate. A Master's degree in electrical and/or mechanical engineering from an ABET (American Board of Engineering and Technology) accredited college or university may be substituted for one year of experience.

** Acceptable EIT certification includes states which have reciprocity with California.*

KNOWLEDGE, SKILL AND ABILITIES

To perform the typical tasks and duties of the position successfully, the knowledge, skills, and/or abilities listed below are required.

Knowledge of:

- The principles and fundamentals of electrical and mechanical engineering, including the National Electrical Code.
- Modern electrical and mechanical engineering methods, materials and techniques as applied to the design construction, inspection and testing of various types of electrical and mechanical systems.

Ability to:

- Communicate effectively both orally and in writing.
- Use drafting instruments, calculators and available electronic computer equipment to solve engineering problems.
- Establish and maintain effective working relationships with those contacted in the performance of duties and to work as a team.
- Apply engineering principles to the solution of professional engineering problems.

THE SELECTION PROCESS

Stage I: Application, EIT Certificate, and Supplemental Questionnaire Evaluation (Pass/Fail) – The first stage in the selection process will consist of an application, EIT certificate, and supplemental questionnaire appraisal review (pass/fail). Applications submitted without an EIT certificate and completed supplemental questionnaire will not be given further consideration. Meeting the minimum qualifications does not guarantee advancement to the next stage. **Only the most suitably qualified candidates will be invited to Stage II.**

Stage II: Written Examination (Pass/Fail) – The second stage of the selection process will consist of a written test to assess technical knowledge. Candidates must achieve a passing score in order to progress to the next stage.

Stage III: Oral Interview (Weighted 100%) – The third stage of the selection process may consist of a combination of job-related situational project exercises and an oral panel interview designed to assess technical knowledge and any additional other KSAs.

Candidates must achieve a scale score of 70 or more on this examination to be placed on the eligible list for employment consideration. The Port of Oakland reserves the right to modify the selection process as necessary to conform to administrative or business necessity.

ADVISORIES

Immigration and Reform Control Act: In compliance with the Immigration and Reform Act of 1986, the Port of Oakland will only hire individuals who are legally authorized to work in the United States. Social Security card must be presented, and the name on it must match the name on the application.

Americans with Disabilities (ADA): In compliance with State and Federal Laws, the Port of Oakland will employ and promote qualified individuals without regard to disability. The Port is committed to making reasonable accommodations in the selection process and in the work environment. Individuals invited to advance in the examination process will be provided the opportunity to request a reasonable accommodation.

The Port of Oakland is an Equal Opportunity Employer

ADDITIONAL REQUIREMENTS:

Individuals appointed will be required to maintain a valid Class C California Driver's License. The license is to be maintained throughout employment with the Port of Oakland.

Incumbents in this classification may be assigned either to the Airport or Harbor work location. In order to comply with the security requirements of the Transportation Security Administration (TSA) for incumbents assigned to the airport and U.S. Customs for individuals who have unescorted access to secured areas of the harbor, each incumbent is required to successfully complete a Transportation Security Administration (TSA) background check, which will include a fingerprint-based Criminal History Records Check (CHRC) and a Security Threat Assessment (STA), prior to being considered for this position.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.portoakland.com>

Position #2020A-022
PORT ASSISTANT ENGINEER (E/M WORK)
GP

530 Water Street
Oakland, CA 94607

perstech@portoakland.com

PORT ASSISTANT ENGINEER (E/M WORK) Supplemental Questionnaire

- * 1. The purpose of this Supplemental Questionnaire is to assess your qualifications, training and experience in specific job relevant areas. The information you provide will be reviewed and used to determine if you move forward in the selection process. Incomplete responses (such as N/A or see application), false statements, omissions, or partial information may disqualify you from the selection process. Therefore, please answer all of the questions thoroughly and truthfully. Your answers to these questions, along with you completed application, will be used to select the most qualified candidates to advance in the selection process. Please indicate that you have read and understand the instructions listed above.

☐ Yes ☐ No

- * 2. Please describe your experience performing power system calculations and analysis. Include examples of projects and the software you used.

3. Please describe your experience preparing an electrical project cost estimate.

- * 4. Describe your experience in engineering project management. Provide examples of tasks including identification of project objectives, scope, feasibility, milestones and completion schedule; the preparation of supporting documentation; and monitoring and coordinating project activities in order to meet time and cost parameters.

- * 5. Please describe your experience using Computer Aided Design (CAD) software to develop accurate representations of single line diagram, 3 line diagram, physical objects, structures, or layouts. Include the types of software you used and describe complex functions used to demonstrate your proficiency with CAD.

* Required Question