



CITY OF PALO ALTO
invites applications for the position of:
**Utility Engineering
Technician III**

SALARY: \$38.61 - \$47.38 Hourly
\$6,692.40 - \$8,212.53 Monthly
\$80,308.80 - \$98,550.40 Annually

OPENING DATE: 06/07/21

CLOSING DATE: Continuous

DESCRIPTION:



The City of Palo Alto Utilities

Palo Alto is the only city in California that offers a full array of utility services to its citizens and businesses. Because of this, the City has a unique opportunity to partner with the Palo Alto community to enjoy the benefits and achievements of reliable, home-grown, and environmentally-focused utilities. Palo Alto has a tradition of over 100 years of successful public utility operations. It is a tradition that continues to provide the Palo Alto community with safe and reliable utilities service, local decision-making over policies, utility rate-making, environmental programs, and customized services.

Career Opportunity

The City of Palo Alto Utilities Water, Gas, Wastewater (WGW) Engineering division is responsible for designing and bidding major Capital Improvement Plans for the City's water, gas and wastewater utilities. The Engineering Technician III plays a major part in ensuring the database is accurate, packaging and reviewing archived as-built documents, drafting the replacement drawings and assisting the Engineers with the bidding process.

This position is in the Asset Management group of Utilities. The successful candidate will be responsible for day-to-day tasks of maintaining and continuously updating a database of WGW utility assets, conducting field verification and/or collecting GPS survey data of existing utility features, researching as-built information from record drawings, indexing as-built drawings into department's document management application, mapping utility information in GIS database, and assisting Engineers with other functions on various projects as needed.

The Ideal Candidate

The ideal candidate will have:

- Advanced knowledge in AutoCAD, utilizing Autodesk Map 3D Enterprise (AME) and knowledge using ESRI Geographic Information System (GIS).
- Experience in drafting complex utility pipeline replacement design drawings.
- Understanding of Water, Gas, or Wastewater utility distribution systems.

- Ability to utilize GPS surveying equipment for documenting and mapping utility pipelines.

Work/life balance with flexible work schedule. The City offers a range of benefits including a retirement plan so make sure to visit our benefits portal [here](#).

This position is part of the Service Employees' International Union (SEIU).

ESSENTIAL DUTIES:

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Performs design, manual and computer-aided drafting, calculations, field measurements, and cost estimating for civil engineering projects.
- Draws and revises City maps, plans, block books and plats.
- Provides construction administration of engineering projects.
- Processes street opening permits, encroachment permits, grading permits and all other permits issued by the Department.
- Prepares legal descriptions and easement maps.
- Reviews building plans, parcel and subdivision maps.
- Provides routine technical services to other departments and the public.
- Performs various landfill monitoring and inspection duties.
- Administers assessment district proceedings including preparation of bond rolls and segregation of costs.
- Prepares engineering construction drawings with material lists and specifications for use in bidding and construction. Prepares drawings, illustrations, and specifications for projects from preliminary design to final construction stage.
- Makes on-site field trips as required to review existing conditions or to check previous installations against as-built drawings.
- Assures that all presentation material directed for division, City management, and City Council review is professionally complete and factual.

When assigned to Utilities:

- Maintains the department's system of mapping records for the three utilities including production and treatment facilities, as well as collection and distribution facilities.
- Prepares engineering construction drawings with material lists and specifications for use in bidding and construction. Prepares drawings, illustrations, and specifications for W-G-W projects from preliminary design to final construction stage.
- Works with and assists construction crews and crew leaders on interpretation of engineering designs and specifications. Checks field construction for conformance to plans and specifications.
- Coordinates the recording of the department's mapping program with the block book program maintained by the Department of Public Works.
- Provides technical information from departmental records to other departments and to the public.
- Maintains monthly records of utility consumption demand and pertinent climatological and other relevant utility usage data. Prepares charts and graphs to display this information as required.
- Performs topographical surveys as required to obtain field data for the design of the department's construction projects.
- Makes on-site field trips as required to review existing conditions or to check previous installations against as-built drawings.

Assures that all presentation material directed for division, City management, and City Council

review is professionally complete and factual. To review the full job description, go [here](#)

MINIMUM QUALIFICATIONS:

Sufficient education, training and/or work experience to demonstrate possession of the following knowledge, skills, and abilities which would typically be acquired through:

- Two years college with emphasis on engineering, construction, design, technical illustration or associated subjects.

and

- Two years office and field engineering/construction experience.

Special Requirements:

- Possession of a valid California Driver's License.

:

MISSION: The Government of the City of Palo Alto exists to promote and sustain a superior quality of life in Palo Alto. In partnership with the community, our goal is to deliver cost-effective services in a personal, responsive and innovative manner.

Application Deadline: Qualified applicants are encouraged to apply promptly: The City of Palo Alto reserves the right to close any recruitment without notice. Positions without a closing date may close at any time. Other recruitments may be limited to a specific number of applicants. Please read job announcements thoroughly for important information.

Selection Process: Application screening will be part of the selection process. Based on application screening, those candidates with the most relevant qualifications will be invited to an oral interview, which may include a written exam and/or practical exam.

Accommodation: Persons with disabilities who require special accommodations may contact the Human Resources Department at 650 329-2376.

Resumes: are welcome as attachments; however they are not accepted in lieu of a complete City application.

The City of Palo Alto is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, gender, age, national origin or disability.

To Apply visit our website at www.cityofpaloalto.org

Position #202100068
UTILITY ENGINEERING TECHNICIAN III
EG

Utility Engineering Technician III Supplemental Questionnaire

- * 1. Do you have two years college with emphasis on engineering, construction, design, technical illustration or associated subjects?

Yes No

* 2. Do you have a minimum of two years office and field engineering/construction experience?

Yes No

* 3. Briefly describe your experience, if any, with CAD and/or AutoCAD?

* Required Question