



## City of Santa Clara Senior Engineering Aide

<b>SALARY</b>	\$44.68 - \$56.99 Hourly \$7,745.27 - \$9,877.48 Monthly \$92,943.24 - \$118,529.76 Annually	<b>LOCATION</b>	Santa Clara, CA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	95-23-745
<b>DEPARTMENT</b>	Electric Utility	<b>OPENING DATE</b>	12/11/2023
<b>FLSA</b>	Non-Exempt	<b>BARGAINING UNIT</b>	7
<b>WEIGHTING PLAN</b>	100% Oral Exam, Qualifying Written		

### Description

This position is open until filled. The first review of applications is set for Wednesday, January 31, 2024. If you are interested in applying you are encouraged to apply as soon as possible, before the position is closed.

Silicon Valley Power, Maps & Records department has an excellent opportunity for the position of Sr. Engineering Aide. Job responsibilities include, prepares scaled and dimensioned plans based on sketches prepared by engineering estimating personnel, maintains records of as-builts and updates existing SVP maps and records utilizing ESRI-based GIS applications, Maintains master map files, including such records of block maps, street light maps, fiber communication, electric utility single line and operating diagrams and other maps, Performs computing and drafting operations in AutoCAD, involved in checking drawings of electric utility facilities, perform other duties as assigned.

**THIS RECRUITMENT MAY BE USED TO FILL MULTIPLE POSITIONS IN THIS, OR OTHER DIVISIONS OR DEPARTMENTS BESIDES THE POSITIONS LISTED BELOW. IF YOU ARE INTERESTED IN EMPLOYMENT IN THIS CLASSIFICATION, YOU SHOULD APPLY TO ENSURE YOU ARE CONSIDERED FOR ADDITIONAL OPPORTUNITIES THAT MAY UTILIZE THE APPLICANTS FROM THIS RECRUITMENT. MEETING THE MINIMUM QUALIFICATIONS DOES NOT GUARANTEE ADMITTANCE INTO THE EXAMINATION PROCESS. ONLY THE MOST QUALIFIED CANDIDATES WHO DEMONSTRATE THE BEST COMBINATION OF QUALIFICATIONS IN RELATION TO THE REQUIREMENTS AND DUTIES OF THE POSITION WILL BE INVITED TO TEST OR INTERVIEW.**

### Typical Duties

Duties may include, but are not limited to, the following:  
Under general supervision:

**For Electric Utility Department**

- Prepares precision drawings of construction or preliminary plans from sketches or rough copy
- Performs computing and drafting operations involved in checking drawings of electric utility facilities
- Researches and interprets engineering data such as but not limited to legal descriptions, graphs, maps, and as-built drawing documents
- Makes field checks of existing facilities for construction purposes
- Reduces as-built information to record
- Assists in conducting field inventory of existing primary and secondary conductors, transformers, switches, poles, pole attachments, manholes, and conduit locations
- Draws and updates generation facility, utility fiber, electrical schematic diagrams, panel wiring diagrams, substation layout drawings, and organizes associated documentation
- Prepares scaled and dimensioned plans based on sketches prepared by engineering estimating personnel
- Maintains records of as-builts and updates existing City maps and records utilizing ESRI-based GIS applications
- Maintains master map files, including such records of block maps, street light maps, fiber communication, electric utility single line and operating diagrams and other maps
- Responds to requests from citizens, contractors, and developers wanting property information including electric utility infrastructure information
- Renders electrical drawings for construction of electric substation or generation facilities
- Performs field investigations of existing improvements
- May be required to act as Principal Engineering Aide (Electric) on routine assignments for brief periods of time
- May assist in inspection of electric utility construction work
- Performs other related duties as assigned

#### **For Public Works and Water & Sewer Utilities Department**

- Prepares precision drawings of construction or preliminary plans from sketches or rough copy
- Drafts profiles, cross-sections, road and storm drainage alignment, right-of-way maps and topographical features
- Does limited design drafting on roadways, storm drainage, water and sanitary sewer facilities, buildings, and related structures following established criteria
- Performs computing and drafting operations involved in checking and reducing land survey notes
- Collects and interprets engineering data such as but not limited to legal descriptions, survey notes, graphs, maps, and traverses
- Makes field checks of existing facilities for construction purposes
- Prepares legal descriptions of property easement requests and rights-of-way from maps and official records
- Maintains records of as-builts and updates existing City maps and records utilizing ESRI-based GIS applications
- Maintains master map files, including such records of block maps, right-of-way maps, street-light maps, tract, and record-of-survey maps, and other maps
- Prepares standard property agreements for execution by property owners and prepares exhibits to accompany agreements
- Responds to requests from citizens, contractors, and developers wanting property information, including property line information and easement locations
- Renders drawings for construction of water distribution facilities
- Prepares project cost estimates
- Performs field investigations of existing improvements
- Responds to water quality complaints
- Collects a variety of water samples and performs elementary laboratory procedures for water quality determination
- Maintains records of water production and well water levels
- Acts as instrument person on survey party
- Sets up, adjusts and operates a variety of survey instruments to establish or confirm lines, angles, distances, bearings,

and elevations

- May be required to act as Chief of Party or Principal Engineering Aide on routine assignments for brief periods of time
- Prepares drawings of proposed signal installations or other control devices using drafting instruments
- Prepares cost estimates of materials, equipment, and incidentals needed for installation
- Checks signal installations for conformance to established City specifications and standards
- Investigates public complaints and conducts field traffic studies to determine traffic volume, speed, effectiveness of signals, adequacy of lighting, and other factors influencing traffic conditions
- May assist in inspection of construction work
- May gather samples of construction materials and assist in running laboratory tests on materials
- Performs other related duties as assigned

## **Minimum Qualifications**

### EDUCATION AND EXPERIENCE

#### **For Electric Utility Department**

- Graduation from an accredited junior college with an Associate's degree or higher in engineering or its equivalent, including satisfactory completion of college level courses in writing, mathematics, engineering, AutoCAD, GIS, and related subjects; and
- Two (2) years of full-time paraprofessional engineering experience utilizing AutoCAD and ESRI-based GIS tools with an electric utility

#### ***Possible Substitutions:***

- Two (2) years of additional paid full-time experience with an electric utility utilizing ESRI-based GIS may be substituted for the required education requirement
- One (1) year of paid, full-time experience as a draftsman or equivalent may be substituted for the AutoCAD drawing course required

#### ***Desirable Qualifications:***

- A certificate in AutoCAD 2013 or higher
- A certificate in ESRI-based GIS
- Experience with Arc-FM GIS tools

#### **For Public Works and Water & Sewer Utilities Departments**

- Graduation from high school or its equivalent, and
- Satisfactory completion of courses in algebra, geometry, trigonometry and drafting/drawing and
- Two (2) years of full-time paraprofessional engineering experience at a level equivalent to City of Santa Clara Engineering Aide including at least one (1) year working with Computer aided Drafting (CAD) and/or Geographic Information System (GIS) tools and software

#### ***Possible Substitutions:***

- Graduation from an accredited junior college with an Associate's degree or higher in engineering may be substituted for one (1) year of the required experience

#### ***Desirable Qualifications:***

- Experience in using AutoCAD 2013 or higher
- Experience with arc-FM GIS tools

#### LICENSE

Possession of an appropriate, valid California Class C driver's license is required at time of appointment and for the duration of employment.

#### OTHER REQUIREMENTS

- Must be able to perform all of the essential functions of the job assignment
- May be required to work shifts, weekends, and off and unusual hours in the performance of duties and emergency situations

***Candidates must attain a passing score on each phase of the examination process to qualify for the Eligible List. A department interview will be required prior to appointment.***

***Federal law requires all employees to provide verification of their eligibility to work in this country. Please be informed that the City of Santa Clara will not sponsor, represent, or sign documents related to visa applications/transfers for H1B or any other type of visa which requires an employer application.***

**PERMANENT CITY EMPLOYEES PREFERENCE POINTS:** Current permanent employee candidates who receive a passing score on the examination will have an additional five (5) points added to their final score.

## **Knowledge, Skills, and Abilities**

Knowledge of:

### **For Electric Utility Department**

- Mathematics, including algebra, geometry and trigonometry
- Basic engineering practices, including simple engineering computations
- Principles, techniques and terminology of engineering, drafting and map drafting
- Principles, techniques and terminology of ESRI-based GIS
- Principles, techniques, and terminology of electric utility system operations
- Office safety practices, procedures and standards

### **For Public Works and Water & Sewer Utilities Department**

- Mathematics, including algebra, geometry, and trigonometry
- Basic engineering practices, including simple engineering computations
- Principles, techniques, and terminology of civil engineering
- Principles, techniques, and terminology of surveying and ESRI-based GIS
- Principles, techniques, and terminology of engineering drafting and map drafting
- Principles, techniques, and terminology of traffic engineering
- Principles, techniques, and terminology of water distribution system design
- Office safety practices, procedures and standards

Ability to:

**For all Departments**

- Use available computer hardware and software to perform assigned duties, including but not limited to, computer aided drafting, spread sheets, and word processing
- Use ESRI-based Geographic Information Systems
- Prepare neat and accurate drawings, diagrams, dimensions, representations, and schematics using GIS and CAD tools
- Understand and carry out written and oral instructions
- Read and interpret plans and specifications
- Communicate clearly and effectively, both orally and in writing
- Establish and maintain a cooperative working relationship with those contacted in the course of work, including the general public
- Deal tactfully and courteously with others
- Respond appropriately to conflicts/complaints/management escalations from other City departments and the general public
- Work in a team based environment and achieve common goals
- Work independently, quickly, and efficiently
- Evaluate situations, identify problems, make logical decisions and follow through on resolution
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- Bend, stoop, reach, carry, climb and lift as necessary to perform assigned duties
- Walk or stand for extended period of time

**For Public Works and Water & Sewer Utilities Departments:**

- Use surveying and computing instruments

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**Additional Information:**

You must answer all job-specific questions in order to be considered for this vacancy or your application will be deemed incomplete and withheld from further consideration. Applications must be filled out completely (i.e. do not write “see resume or personnel file.”). To receive consideration for the screening process, candidates must submit a **1) Cover Letter and, 2) Resume**. Incomplete applications will not be accepted. Application packets may be submitted online through the “Apply Now” feature on the job announcement at [www.santaclaraca.gov](http://www.santaclaraca.gov). **This position is open until filled. The first review of applications is set for Wednesday, January 31, 2024. If you are interested in applying you are encouraged to apply as soon as possible, before the position is closed.**

The City of Santa Clara is an equal opportunity employer. Applicants for all job openings will be considered without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, veteran status or any other consideration made unlawful under any federal, state or local laws. The City of Santa Clara is committed to offering reasonable accommodations to job applicants with disabilities. If you need assistance or an accommodation due to a disability, please contact us at (408) 615-2080 or [HumanResources@santaclaraca.gov](mailto:HumanResources@santaclaraca.gov).

**Benefits**

## **City of Santa Clara Benefit Summary Overview for Bargaining Unit #5, 7, & 8 Employees Association**

This summary provides a brief overview of the City of Santa Clara's benefits available to Bargaining Unit #5, 7, & 8 employees in 2023. In the event of any conflict between the information in this summary and the applicable official plan documents, City Manager's Directives (CMDs), Personnel and Salary Resolution, or Memorandum of Understanding (MOU), the applicable official plan documents, CMDs, Personnel and Salary Resolution, or MOU will prevail over this summary. Benefits are subject to change.

### **Retirement:**

- Membership in the California Public Employees Retirement System (CalPERS)
  - Classic Employees: 2.7% @ age 55 formula – employee pays 8.00% of gross pay, minus \$61 bi-weekly
  - New Employees: 2.0% @ age 62 formula – employee pays 7.00% of gross pay
- Medicare and Social Security (FICA)
  - Employee pays 6.20% up to \$9,932.40 (Social Security) and 1.45% (Medicare) of gross pay

### **Health Insurance:**

- City contribution up to \$2,138.15 (90% of Kaiser Family)/month, based on enrollment in a CalPERS health plan
- Employees electing health coverage with premiums above the City health contribution will pay additional premium costs from salary on a pre-tax basis
- The City's contribution is prorated based on scheduled hours for part time employees
- Coverage is effective the first of the month after date of hire
- If an employee enrolls in a plan with a monthly premium that is less than \$946.86, they will be paid the difference in cash
- Employees hired on or after 1/1/2022 who opt-out of City-offered health insurance and provide annual attestation *and* proof of alternative required coverage for themselves and their tax family, if applicable, are eligible for a cash-in-lieu amount of \$250/month.
- Employees hired before 1/1/2022 are eligible for \$479.09/month of the City's health contribution, even if they opt-out of City-offered health insurance. Employees hired before 1/1/2022 can receive an additional \$467.77/month if they provide annual attestation *and* proof of alternative required coverage for themselves and their tax family, if applicable. Contact Human Resources for more details

### **Dental Insurance:**

- Choice of two Delta Dental plans; enrollment is mandatory
- City pays lowest cost of employee only plan (\$22.22 for 2023); additional cost is paid by employee
- Coverage is effective on the first day of the month following three full calendar months of employment

### **Vision Insurance:**

- Choice of two VSP plans
- City pays the lowest cost employee only plan (\$9.00 for 2023); additional cost is paid by employee
- Coverage is effective the first of the month after date of hire

### **Voluntary Employee Beneficiary Association (VEBA):**

- City contributes \$50.00 a month toward employee's VEBA account. Account funds may be used to pay for qualified medical expenses after separation from the City and after age 50 (pre-tax)
- If account balance is less than \$2,000 upon separation, then account funds can be used immediately

### **Life Insurance:**

- City pays for \$15,000 of Basic Life Insurance coverage. Employer premium is \$2.87/month
- Coverage is effective the first of the month after one calendar month of employment
- Additional optional insurance may be purchased by the employee for the employee, spouse, domestic partner, and/or dependent children

### **State Disability Insurance (SDI):**

- 0.9% of gross pay; max deduction of \$1,378.48 (includes PFL)

- 7 day waiting period. Maximum benefit is \$1,620/week for absences due to non-work related injuries/illnesses. Benefit is based on earned wages in a specific 12-month period

#### **Paid Family Leave (PFL):**

- Up to 8 weeks of benefits within a 12-month period to care for a family member or to bond with a new child
- No waiting period. Minimum benefit is \$50/week. Maximum benefit is \$1,620/week. Benefit is based on past quarterly wages

#### **Long Term Disability (LTD) Insurance:**

- Benefit is 2/3 of basic wage up to \$7,500; max of \$5,000/month
- City pays \$.558/\$100 of insured earnings
- 30 calendar day waiting period
- Coverage is effective the first of the month after one calendar month of employment

#### **Deferred Compensation:**

- Voluntary plan through Nationwide Retirement Solutions
- Employee may contribute up to the lesser of \$22,500/year or 100% of gross compensation into a pre-tax 457(b) account or a post-tax Roth 457(b) account (or a combination of the two accounts) subject to IRS rules. Employees over 50 years of age may contribute up to \$30,000/year

#### **Flexible Spending Account (IRS Section 125 Plan):**

- Employee may contribute up to \$3050 per year in pre-tax dollars to a health care spending account
- Employee may contribute up to \$5,000 per year in pre-tax dollars to a dependent care spending account
- Employee may contribute up to \$300 per month in pre-tax dollars to a commuter benefit plan

#### **Vacation:**

- Vacation is accrued bi-weekly, cannot use vacation during first 6 months of City service
  - For 1 – 4 years of service: 10 days (80 hours)/year
  - For 5 – 9 years of service: 15 days (120 hours)/year
  - For 10 - 15 years of service: 21 days (168 hours)/year
  - For 16 - 20 years of service: 22 days (176 hours)/year
  - For 21+ years of service: 24 days (192 hours)/year
- Maximum vacation accrual is 450 hours
- Once per year, employees can elect to convert up to 40 hours of accrued vacation to cash to be paid out the following calendar year

#### **Sick Leave:**

- Sick leave is accrued bi-weekly for equivalent of 96 hours per calendar year with no maximum accrual
  - Up to 48 hours/year of accumulated sick leave may be used for family illness
  - Up to 40 hours/year of accumulated sick leave may be used for personal leave
- Employee may convert sick leave to vacation once per calendar year (annual maximum conversion is 96 hours sick to 48 hours vacation)
- Partial sick leave payoff provision on retirement depending on years of service and sick leave cap (balance as of 01/01/2004 plus 1,500 hours)

#### **Non-Management Leave:**

- 24 hours of non-management leave credited to employees each January 1st
  - New employees hired between January 1st and June 30th receive 24 hours of non-management leave their first year
  - New employees hired between July 1st and December 31st receive 12 hours of non-management leave their first year
  - Unused non-management leave may not be carried over from one calendar year to the next

#### **Compensatory Time Off (CTO):**

- Employees may accrue CTO in lieu of overtime hours up to a maximum of 240 hour and 100 hours for Library & Fire Non-Sworn
- 16 hours of CTO is credited to employees each January 1st (prorated if hired after January 1st)

**Holidays:**

- Seventeen paid eight-hour holidays per year (13 & 4 holidays between 12/25 to 1/1 of following year)

**Reimbursements/Allowances (for specific classifications):**

- Raingear: Up to \$120 per fiscal year for eligible classifications
- Safety Boots: Upt to \$237 per fiscal year for eligible employees
- Walking Shoes: Up to \$120 per fiscal year for eligible classifications (See MOU for details)
- Tools: \$500 per fiscal year reimbursement for Auto Foreperson classification
- Phone allowance of \$80/month for Senior Key Customer Representative(s) and Key Customer Representative(s) job classifications

**Bilingual Pay:**

- Certified bilingual employees are eligible for \$55/bi-weekly bilingual pay

**Night Differential Pay:**

- Librarians and library support employees whose regular assignments are to City libraries are eligible for 5.0% night differential pay for all hours worked between 5:30 p.m. and 6:30 a.m. so long as they work a minimum of 2 consecutive hours between 5:30 p.m. and 6:30 a.m.
- All other employees are eligible for 5.0% night differential pay for all hours worked between 6:00 p.m. and 8:00 a.m. so long as they work a minimum of 2 consecutive hours between 6:00 p.m. and 8:00 a.m.

**Standby Pay:**

- Employees in the classification of Electric Utility Programmer Analyst, Electric Utility Network Administrator, and Senior Energy Systems Analyst are eligible for standby pay of \$100/week when assigned to work standby

**Tuition Reimbursement Program:**

- Up to \$2,000 per fiscal year for tuition reimbursement. See CMD 26 for details

**Employee Assistance Program:**

- Confidential counseling to employees and dependents. Up to maximum of five (5) consultations per family member per incident per year; City paid premium is \$4.03/month
- Appointments can be face-to-face appointments with an MHN network provider, phone appointments, or web- video appointments
- Employees may call Managed Health Network (MHN) confidentially at 1-800-227-1060

**Retiree Medical Reimbursement Program:**

- Employees who retire from the City with at least ten (10) years of service shall receive reimbursement to help cover retiree single health insurance premiums. The reimbursement maximum includes the PEMHCA minimum.
- Up to age 65, retirees are eligible for reimbursement up to \$406/month in 2023 (amount adjusted annually)
- After age 65, retirees are eligible for reimbursement up to \$243/month in 2023 (amount adjusted annually)

**Agency**

City of Santa Clara

**Address**

1500 Warburton Ave.

Santa Clara, California, 95050

**Phone**

408-615-2080

**Website**

<http://www.santaclaraca.gov>



## Senior Engineering Aide Supplemental Questionnaire

### \*QUESTION 1

**Please select how you meet the minimum education requirement:**

- I possess at least an Associate's degree from an accredited junior college or higher in engineering or its equivalent, including satisfactory completion of college level courses in writing, mathematics, engineering, AutoCAD, GIS, and related subjects.
- I DO NOT possess at least an Associate's degree from an accredited junior college or higher in engineering or its equivalent, including satisfactory completion of college level courses in writing, mathematics, engineering, AutoCAD, GIS, and related subjects.

### \*QUESTION 2

**Please explain how you meet the minimum education requirement:**

### \*QUESTION 3

**Please select how you meet the experience requirement:**

- I possess at least two (2) years of full-time paraprofessional engineering experience utilizing AutoCAD and ESRI-based GIS tools with an electric utility.
- I DO NOT possess at least two (2) years of full-time paraprofessional engineering experience utilizing AutoCAD and ESRI-based GIS tools with an electric utility.

### \*QUESTION 4

**Do you possess two (2) years of additional paid full-time experience with an electric utility utilizing ESRI-based GIS?**

- Yes
- No

### \*QUESTION 5

**Do you possess one (1) year of paid, full-time experience as a draftsman or equivalent?**

- Yes
- No

### \*QUESTION 6

**Please explain how you meet the minimum experience requirement.**

### \*QUESTION 7

**Please check the boxes if you possess any of the following:**

- A certificate in AutoCAD 2013 or higher
- A certificate in ESRI-based GIS, Experience with Arc-FM GIS tools
- Experience with Arc-FM GIS tools

### \*QUESTION 8

**I understand I may be required to work shifts, weekends, and off and unusual hours in the performance of duties and emergency situations.**

- Yes

No

\* Required Question