



## City of Long Beach Employment Opportunity

### **SENIOR ENGINEERING TECHNICIAN**

Job Number: K98AN-17

**SALARY:** \$2,427.52 - \$3,469.44 Biweekly

**OPENING DATE:** 08/28/17

**CLOSING DATE:** 09/15/17 04:30 PM

### **DESCRIPTION:**



**Accepting online applications only. Apply online 24 hours a day, beginning August 28, 2017 through 4:30 p.m. September 15, 2017.**

### **PROMOTIONAL OPPORTUNITY:**

This is a promotional job opportunity as defined in the Civil Service Rules and Regulations (Sections 4(19)(b) and 7). This job opportunity is limited to current, permanent, classified City of Long Beach employees. Qualifying time, as noted in the requirements to file, must be obtained in the classified service with the City of Long Beach. Unclassified employees, including non-career employees, are not eligible for this job opportunity. In accordance with Article III, Section 14 of the Civil Service Rules and Regulations, Seniority Credit will be added to the final total scores of those who successfully qualify in all phases of the examination. For examination purposes, seniority credit will be based upon whole months of classified service completed as of the last day of filing.

**EXAMPLES OF DUTIES:** Under direction, plans and supervises the activities of engineering technicians and/or acts as a project coordinator; supervises and reviews the work of subordinates engaged in the preparation, maintenance and dissemination of official City maps, plans, records and documents or the performance of drafting and allied assignments; performs highly specialized and complex para-professional project design; trains and evaluates the work of subordinates; maintains records and prepares reports; may coordinate and schedule the preparation and implementation of engineering plans for maintenance, installation, construction and/or other development projects; interprets, reviews, coordinates and oversees projects based on public real property land records, construction drawings and City standards and policies; and performs other related duties as required.

### **REQUIREMENTS TO FILE:**

Candidates must meet the following requirements.

- Open to current City employees who possess a total of two or more years of seniority in the classification (paid, full-time equivalent) of Engineering Technician.

**AND**

- Experience using computerized aided drafting (CAD) systems AutoCAD, Microstation, Inroads, Projectwise, or ESRI Geographical Information Systems (GIS).

**ADDITIONAL REQUIREMENTS:**

**Ability to:**

- Effectively supervise others.
- Interact and communicate effectively with staff , consultants and the public.

**Willingness to:**

- Work overtime as necessary

A valid motor vehicle operator's license and current DMV driving record must be presented to the hiring department at the time of the selection interview.

**DESIRABLE QUALIFICATIONS:**

Experience in supervising subordinate personnel; performing the most difficult and specialized technical assignments; establishing and monitoring engineering filing systems; experience with various related computer programs and/or systems such as ArcView, Microsoft Excel, Word, Access and Powerpoint.

**SELECTION PROCEDURE:**

**EXAMINATION WEIGHTS:**

Appraisal Interview.....100%  
(a writing and/or technical exercise may precede the interview)

A minimum rating of 70 must be attained in order to pass.

**The examination is tentatively scheduled for the week of September 25, 2017. If you have not received notification by September 15, 2017, contact the Civil Service Department at (562) 570-6202.**

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer or Tagalog) are desirable for some positions interacting with the public.



This information is available in an alternative format by request at (562) 570-6202.

If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202.

For hearing impaired, call (562) 570-6638.

An Equal Opportunity Employer

**K98AN-17 SG**

**SR ENG TECH**

**9/6/17**

This information is available in an alternative format by request at the agency contact on the bulletin. If a special accommodation is desired, please contact the agency two (2) business days prior to the test, if applicable.

## An Equal Employment Opportunity

---

APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.governmentjobs.com/careers/longbeach>

Position #K98AN-17  
SENIOR ENGINEERING TECHNICIAN  
SG

Civil Service Department  
333 W. Ocean Blvd., 7th Floor  
Long Beach, CA 90802  
(562) 570-6202

[civilservice@longbeach.gov](mailto:civilservice@longbeach.gov)

---

### SENIOR ENGINEERING TECHNICIAN Supplemental Questionnaire

- \* 1. **I. INSTRUCTIONS:** The purpose of the supplemental questions is to derive more specific information about your qualifications for this position. Applicants must clearly demonstrate their qualifying experience on the job application. It is to the candidate's advantage to read each question carefully, clearly answer all questions and document all job-related education, training and experience as required. Do you understand the information stated in the "Instructions" section above?  
 Yes    No
  
- \* 2. **II. REQUIREMENTS TO FILE PROMOTIONAL OPPORTUNITY** This is a promotional job opportunity as defined in the Civil Service Rules and Regulations (Sections 4(19)(b) and 7). This job opportunity is limited to current, permanent, classified City of Long Beach employees. Qualifying time, as noted in the requirements to file, must be obtained in the classified service with the City of Long Beach. Unclassified employees, including non-career employees, are not eligible for this job opportunity. Are you a current, classified, permanent City of Long Beach employee?  
 Yes    No
  
- \* 3. Do you possess a total of two or more years of seniority in the classification, paid full time equivalent, of Engineering Technician?  
 Yes  
 No
  
- \* 4. Do you have experience using computerized aided drafting (CAD) systems, AutoCAD, Microstation, Inroads, Projectwise or ESRI Geographical Information Systems (GIS)?  
 Yes  
 No
  
- \* 5. Do you have the ability to effectively supervise others?  
 Yes  
 No
  
- \* 6. Do you have the ability to interact and communicate effectively with staff and the public?  
 Yes  
 No
  
- \* 7. Are you willing to work overtime as necessary?  
 Yes  
 No
  
- \* 8. Please describe your experience using computerized aided drafting (CAD) systems

AutoCAD, Mircrostation, Inroads, Projectwise or ESRI Geographical Information Systems (GIS)?

- \* 9. **IV. GENERAL QUESTIONS:** Are you claiming Veteran's Preference? Note: If you answer "YES", a copy of your DD-214 Member 4 Form (or other appropriate documentation) must be attached with your application at time of filing.  
 Yes    No
  
- \* 10. Proof of required documents must be submitted as attachments at the time of filing online. Failure to submit all required documents at time of filing will result in the application being considered incomplete. Do you understand the information above? Proofs may include the following below: • DD 214 Member 4 Form or other appropriate documentation, if claiming Veteran's Preference.  
 Yes    No
  
- \* 11. I certify that I have personally completed the information provided and that it is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment. Do you understand the information above?  
 Yes    No
  
- \* Required Question