

County of Mono, California
MCPEA

Engineering Technician III

Benefits: CalPERS, Medical, Dental,
Vision and 401 Deferred Compensation

FFD: Open Until Filled

Salary: MCPE Range 74; \$64,046 - \$77,849 Annually

The County of Mono is seeking an experienced and skilled paraprofessional for the position of Engineering Technician III. The ideal candidate for this position will have experience and knowledge in public works engineering, land development, surveying and construction and will want to join a team of creative problem solvers in maintaining and upgrading Mono County's public works infrastructure. This position is the most advanced in the paraprofessional Engineering Technician class series and reports to the County Engineer.

Duties include but are not limited to:

- Provides mapping and record information to the public and other County staff;
- Performs drafting and mapping assignments using a variety of different software (e.g. AutoCAD, GIS, BlueBeam);
- Performs a variety of engineering technical support work in the design and construction of public works;
- Prepares and maintains master files of drawings, maps, and specifications, researching and updating information;
- Performs construction inspection assignments;
- Prepares daily inspection reports and reviews contractor payrolls;
- Performs field and office work related to property and right-of-way boundaries;
- Assists the County Surveyor with map research and technical map reviews;
- Assists the County Recorder's Office with the recording, scanning, and distribution of maps and related documents;
- May act as party chief on a survey crew;
- Reviews, processes, and issues a variety of permits;
- Enforces standards and permit requirements and issues violation letters;
- Performs basic traffic engineering and erosion control studies;
- Provides support for professional engineering staff;
- Prepares and maintains mileage maps;
- Attends bi-monthly Land Development Technical Advisory Committee meetings to give developers information.
- Assists in preparing documents for and giving presentations to the Planning Commission and Board of Supervisors;
- Assists with grant applications;
- Prepares and maintains accurate records, correspondence, technical, and narrative reports;
- Updates department websites with current information (e.g. current road closures and projects out to bid);
- Prepares graphic displays, organization charts, and similar materials;
- Conducts special projects as assigned;
- Provides lead direction and training;

Training and Experience: Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Three (3) years of previous experience in technical engineering support equivalent to that of an Engineering Technician II. Experience in the field of surveying, title research, drafting, etc.

AND

Advanced Educational training in mathematical subjects such as geometry, algebra, or trigonometry and pre-engineering courses in a community college or four-year college.

The County of Mono is on the east side of the Sierra Nevada Mountains and is known for its natural beauty and extensive outdoor recreational opportunities, including skiing and snowboarding at Mammoth Mountain ski area. The county seat is in Bridgeport which is located approximately 360 miles North of Los Angeles and 183 miles South East of Sacramento. The Public Works Engineering Division has offices in both Bridgeport and Mammoth Lakes and staff regularly works in both locations. The primary work location for this position will be in Bridgeport but could change depending on the availability of office space and other factors. This position will require travel throughout Mono County.

County of Mono, CAO/HR, P.O. Box 696, Bridgeport, CA 93517, Telephone: (760) 932-5412 -- Fax: (760) 932-5411 -- hr@mono.ca.gov; Please access www.monocounty.ca.gov for a job description or further information.