



The City of Fremont is hiring!

ENGINEERING TECHNICIAN I/II

Development Section

Recruitment Timeline

First review of applications:

12:00 p.m. (Noon)
February 20, 2024

Interested applicants are encouraged to apply as soon as possible.

Interviews:

Date(s) to be determined when a viable number of qualified candidates is reached.

Compensation & Benefits

Salary Range

(Engineering Technician I)
\$72,685 - \$88,351 Annually

Salary Range

(Engineering Technician II)
\$82,112 - \$99,805 Annually

The Engineering Technician I/II positions are represented by the Professional Engineers and Technicians Association (PETA) Bargaining Unit.

A summary of benefits can be viewed online:
[Benefits Summary](#)

[Apply Here!](#)



The City of Fremont

Fremont is a well-managed and innovative city! Located in the heart of the Bay Area and Silicon Valley, Fremont prides itself on innovation, clean technology and advanced manufacturing, a low crime rate, great schools, a low unemployment rate, quality parks, nearby open space, and an incredibly diverse population of over 230,504 residents. With its strong and diversified business base, Fremont is an important economic force in the region. The City strives to be an innovator in municipal government, with dynamic leadership provided by the City Council and City Manager.

Fremont is an employer that values its people, creativity, quality service, integrity, open communication, collaboration, mutual respect, and diversity. Employees find their work challenging, yet rewarding, and most importantly, enjoy the chance to make a difference through public service.

The Public Works Department

The Public Works Department plays a key role in shaping the community and its future. Public Works is responsible for engineering, transportation, civic facilities, inspections, and maintenance for the City. The Engineering Division within Public Works helps deliver land development projects, executes the design and construction of public projects, and maintains and enhances the City's transportation network.

The Position and Responsibilities

As a member of the Public Works, Engineering Division, in the Development Section, the Engineering Technician I/II will perform a wide variety of support functions to assist with customer service, development review and permitting.

Examples of Job Duties

General Duties for both the Technician I and II in all assignments:

- Operates a variety of office machines, calculators, personal computers and a variety of software applications.
- Makes initial review of project submittals and RFI's and routes correctly.
- Under the direction of a registered engineer, prepares manually or through CAD diagrams for field design changes.

Engineering Technician I (Development Section)

- Reviews and issues encroachment permits for work in the public right-of-way to residents, private utility companies including but not limited to PG&E, AT&T, Comcast, Alameda County Water District (ACWD) and Union Sanitary District (USD).
- Assists the Project Engineer in the review of private development applications from planning entitlement phase, to issuance of building permits, to approval of final/parcel maps and construction of any public improvements required to support the proposed development.
- Provides customer service at the Development Service Center related to private development applications and requirements for issuance of encroachment permits.

Engineering Technician II (Development Section)

In addition to the duties listed above for Engineering Technician I:

- Participates in the review and recommendation process for more complex encroachment and grading permits.

To view a complete list of essential functions, please view the class specification.

[Engineering Technician I](#) | [Engineering Technician II](#)

The Ideal Candidate

The City is searching for a self-motivated individual who is knowledgeable in engineering terminologies with the ability to work in a team environment. A successful candidate must possess excellent verbal and written communication skills and must have a working knowledge of the private development process and be able to assist other staff engineers in the review of public and private street improvement plans, encroachment permit plans, and grading and drainage plans. The successful candidate should also be comfortable with interacting with the public to provide customer service at the Development Services Center for engineering related questions.

Education and Experience

Any combination of education and experience which has provided the knowledge, skills and abilities necessary to satisfactory job performance would be qualifying. A typical way to obtain the required knowledge, skills, and abilities would be:

Engineering Technician I: Graduation from high school with course work in algebra, geometry, trigonometry, and drafting.

Engineering Technician II: Completion of 30 credit hours from an accredited college or university with course work in engineering, AUTOCAD and mathematics including geometry and trigonometry or graduation from an accredited high school and two years of progressively responsible experience performing technical engineering work in design and/or development plan review, transportation operations, construction management and land surveying.

Licenses/Certificates/Special Requirements

Possession of a valid Class C California driver's license is required. Failure to maintain this license will result in discipline up to and including termination. This classification requires the ability to travel independently within City limits to perform the assigned duties and responsibilities.

Application Process

How to Apply: Candidates may apply for this position by submitting a City application, resume and supplemental questionnaire through the online application system (Government Jobs) at: <https://www.governmentjobs.com/careers/fremontca>

Selection Process

The selection process may include panel and/or individual interviews, professional reference checks, DOJ fingerprint check and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

Reasonable Accommodation: Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660 or emailing humanresources@fremont.gov.

The information contained herein is subject to change and does not constitute either an expressed or implied contract. The City of Fremont is an Equal Opportunity Employer.



SUPPLEMENTAL QUESTIONNAIRE

The completion of this supplemental questionnaire is required for your application to be considered for the Engineering Technician I/II position and is an integral part of the examination process. This supplemental questionnaire will be used to assess your qualifications as it relates to the Engineering Technician I/II position. Your responses will be evaluated and compared to your application and will assist in determining which applicants will receive further consideration for the selection process.

When you apply online you will be required to respond to the following questions:

1. Please be specific in answering the Supplemental Questions as they will be used to evaluate which applications will be given further consideration in the process. Do not answer "see resume" or "see application" as these are not valid answers. Select "Yes" to reflect that you have read and understand this statement.

- Yes
- No

2. What is your highest level of education?

- Did not complete high school or equivalent
- High school diploma or equivalent
- Some college
- AA degree
- Bachelor's degree
- Master's degree or higher

3. Please state what degree you hold or course work completed that is most relevant to this position. If you do not hold a relevant degree or have not completed relevant course work, enter "n/a".

4. Indicate your level of work experience in civil engineering.

- None
- Less than 1 year
- 1 year to less than 2 years
- 2 years to less than 3 years
- 3 years to less than 4 years
- More than 4 years

5. Please briefly describe how your education, background, and relevant experience demonstrate your qualifications for the Engineering Technician I/II position.

6. Do you currently possess a valid Engineer In Training (EIT) certificate issued by State of California?

- Yes
- No

7. Do you currently possess a valid California Class C Driver's License?

- Yes
- No, but I acknowledge that I must be in possession a valid California driver's license at the time of hire

