

City of Morro Bay

**ENGINEERING
TECHNICIAN III/IV**



Morro Bay: Rock Solid Together

The City of Morro Bay is located on California's Central Coast, halfway between Los Angeles and San Francisco, in San Luis Obispo County. Boasting a close-knit community of approximately 10,500, the City is blessed with a temperate year-round marine climate that offers residents the peaceful tranquility of a coastal fishing village, only 12 miles from the convenience of San Luis Obispo's shops, dining, and entertainment. Our City motto, "rock solid together" expresses our community's attitude of collaboration and cooperation.

Morro Bay is instantly recognizable to anyone who has traveled up California's picturesque Highway 1 along the Central Coast thanks to Morro Rock, a 500-foot extinct volcano that serves as a breathtaking attraction for visitors and long-time residents alike. On a given day, you can find surfers enjoying the waves along its banks, paddleboarders taking advantage of the glassy waters of the bay, bird watchers observing some of the over 200 species in our natural estuary, or travelers setting up camp on the sand for the night. A tourist destination close to Hearst Castle and the Big Sur Coastline, the City receives 800,000 visitors annually from all over the world, who are drawn to its natural beauty, slow pace, and quaint atmosphere.

While the City very much values its visitors, it is highly dedicated to serving our Morro Bay residents. They are active and involved in their community, and the City makes every effort to communicate important issues clearly and involve them in decision-making processes when appropriate. In turn, the residents support the City. In fact, Measure E-20, a 1% sales tax measure on the November 2020 ballot, passed with more than 58% of votes.



City Government

The City of Morro Bay is a general law city, incorporated in 1964, with a City Council/City Manager form of government. The City has an elected Mayor and (4) Council Members, elected at large, that enjoy a positive and effective working relationship with each other and City staff. Morro Bay is a full-service City with a FY 21-22 operating budget of \$53 million, capital budget of \$94 million, and staff of 98 employees, organized in the following departments: Finance (Information Technology), City Clerk (Human Resources), Administration (Recreation Services), Fire, Harbor, Police, Community Development, and Public Works.

Morro Bay is a beautiful place to work and call home. In addition to the incredible nature that surrounds the City, it boasts 13 parks, a County golf course, and a charming downtown corridor that includes used books stores, arts and crafts stores, coffee shops, restaurants and more. During non-pandemic years, our community enjoys a number of City-hosted events, including the Winter Bird Festival, Cruisin' Morro Bay Classic Car Show, Fourth of July Celebration, Art in the Park, Harbor Festival, Avocado Margarita Festival, and the Lighted Boat Parade.

In spite of its easy-going coastal charm, Morro Bay is also dedicated to advancing technologies and growth. Currently, we are in the midst of building a \$145 Million Water Reclamation Facility that will replace the City's existing wastewater treatment plant with an advanced water purification facility to protect the environment and contribute a safe and reliable water source for Morro Bay's homes and businesses. The project is expected to be completed in 2023. Other exciting developments in the works include the decommissioning of an existing treatment plant, a new roundabout, water tank replacements, harbor infrastructure improvements, various wastewater projects, and the creation of a capital improvement plan.

About the Position:

ENGINEERING TECH III/IV

The City of Morro Bay is looking for a driven, customer-focused individual to serve as an **Engineering Technician** in its **Public Works** department. The ideal candidate is professional, trustworthy, and ready to learn. He or she will have a knack for reading and reviewing project plans and municipal codes.



Job Summary: Engineering Tech III/IV

This role operates under the general administrative direction of the City Engineer to perform responsible sub-professional engineering office and field work. The Engineering Technician will participate in activities such as designing and preparing engineering drawings; making engineering estimates; performing field inspections of new construction work to determine conformance to specification; assisting in developing and monitoring the storm water management plan, water systems, wastewater collection systems, street, and traffic programs; assisting in developing, updating and maintaining engineering drawings, files, and data systems; and assisting in the building permit, plan check, and planning review processes.

The chosen candidate will be hired as an Engineering Technician III or IV dependent upon their experience.

Essential Duties & Responsibilities

- Assists in preparation of designs, specifications, construction drawings, and cost estimates for formal and informal bid proposals for public works projects.
- Inspects construction of public works projects (such as curbs, gutters, overlays, and sidewalks) and residential dwellings (such as single family residences) for adherence by contractors to specifications, drawings, codes and contractual terms.
- Prepares designs, specifications, construction drawings, and cost estimates for formal and informal bid proposals for public works projects.
- Confers with property owners to ascertain adherence of proposed improvements to appropriate specifications, codes, and contractual terms.
- Issues encroachment permits for sidewalk, curb and gutter, drive approaches, sewer connections, and public utilities.
- Develops and maintains paper and electronic files of data, maps and charts.
- Makes traffic counts and performs traffic studies.
- Conducts plan checks.
- Reviews subdivision maps and legal descriptions.
- Provides information to citizens, contractors, engineers, and other governmental agencies at the counter, by telephone and email.
- Provides technical support to other City departments.
- Prepares staff reports and grant applications.
- Assists in the review of building permit submittals.
- Assists in monitoring the City's water quality program, including sampling of the municipal water system, for compliance with Department of Health and Safety standards, and prepares DOHS required reports.
- Provides contract management of contract services such as tree-trimming, street repair, water laboratory, etc.
- Assists in the maintenance/updating of the engineering library, infrastructure records, as - built records, and other documents necessary for the operations and maintenance programs.
- Assists in the development and maintenance of an electronic engineering drawing and information system.
- Assist in the development of computer models and databases of the water, wastewater, storm water, streets, and traffic systems.
- May attend City meetings (such as City Council, Planning Commission, and Public Works Advisory Board) to present project related information and respond to questions.

KEY TRAITS FOR SUCCESS

Customer-Focused

The chosen candidate will be customer service-minded and have a kind, approachable attitude.

Detail-Oriented

The ideal candidate will be organized and detail-oriented to facilitate managing a diverse workload while successfully juggling multiple tasks and projects.

Collaborative

This role will require frequent collaboration with other staff - the chosen candidate must be able to communicate and collaborate effectively with others in the fields of engineering, construction, and planning.

Problem-Solver

The successful candidate will be a skilled-problem solver and critical thinker with sound judgement.

Preferred Education & Experience:

Engineering Technician IV

- Bachelor's Degree from an accredited college or university in physical science, life science, engineering, or a closely related field preferred.
- Five years of experience in environmental monitoring/permitting, plan review, engineering, surveying or office-engineering work.
- Ability to obtain CPESC Certification within one (1) year of hire.

Engineering Technician III

- Associate's degree in engineering or related degree preferred.
- Three years of experience in engineering, surveying or office-engineering work.
- Bachelor's degree in civil engineering or related curriculum from an accredited college or university equates to two (2) years of the three (3) years of engineering experience required.

For a full description of the position and workplace requirements and conditions, please visit: morrobayca.gov/832/Employment-Opportunities.

Compensation & Benefits

The competitive salary for this position is dependent upon the selected candidate's qualifications.

Engineer Technician III: \$58,966 - \$71,673

Engineer Technician IV: \$69,053 - \$83,935

Additionally, the selected candidate will enjoy an excellent benefits package including CalPERS retirement (2% at 60 for "Classic" members and 2% at 62 for PEPRA). The City does not participate in Social Security.



Application process

Complete City employment application available at morrobay.ca.us/832/Employment-Opportunities.

Interested candidates should apply immediately.

Applications will be open until filled with the first review on December 14, 2021.

Electronic submittals are strongly preferred and should be directed to Laurie Goforth of the Human Resources Department at lgoforth@morrobayca.gov and include the following: **Completed application, compelling cover letter;** and **comprehensive resume.**

This recruitment will be handled with strict confidentiality. References will not be contacted until mutual interest has been established. Confidential inquiries are welcomed and should be directed to Laurie Goforth, City of Morro Bay Human Resources, at (805) 772-6207. Interested candidates are encouraged to submit materials early for maximum consideration.

The City of Morro Bay is an Equal Opportunity Employer.

RECRUITMENT GUIDELINES

Formal application, rating of education and experience, oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.