



City of Miami
ENGINEERING TECHNICIAN I

SALARY	\$40,146.91 Annually	LOCATION	City of Miami, FL
JOB TYPE	Full-Time	JOB NUMBER	2013-20240429-SUPP
DEPARTMENT	Resilience and Public Works	OPENING DATE	04/29/2024
CLOSING DATE	5/17/2024 5:00 PM Eastern		

An Equal Opportunity Employer

Nature of Work

APPLICANTS WHO PREVIOUSLY APPLIED BUT WERE DEEMED INELIGIBLE AND WISH TO BE CONSIDERED FOR THIS POSITION MUST RE-APPLY BY THE CLOSING DATE.

APPLICANTS WHO APPLIED AND WERE DEEMED ELIGIBLE DO NOT NEED TO RE-APPLY.

Entry level engineering work in the office or in the field.

Work involves the application of elementary engineering principles and techniques while participating in field surveys, performing entrance level computer or manual drafting trainee duties or right-of-way inspections. Tasks must be performed with skill and accuracy for data collected and drawings made are used in the development of plans and specifications. Specific instructions are received when duties are initially assumed or new tasks are undertaken. Work is closely checked upon completion.

Essential Functions

Works as an Engineering Trainee, making simple drawings and sketches, survey field notes, lettering, copying and dimensioning. Prepares basic engineering calculations, spreadsheet, cut-sheets and miscellaneous field inspections, under supervision.

Prepare notices of violation letters and ensures delivery to violators. Corresponds with the general public regarding right-of-way inspections.

Works in a survey party. Cuts brush and small trees to clear the line for instrument sighting and measures distances. Drives and marks stakes to indicate proper stationing, line and grade.

Acts as rod worker in establishing accurate distances along the survey base line or right-of-way surveys and referencing points. Holds rod for level and total station sights and reading. Selects sight and establishes point on target along the survey base line for placing total station.

Assists in collecting topography by setting up the prism and rod on features.

Assists in taking cross-sections at breaks in terrain and measures distances from base line of survey to breaks.

Assists in central office file duties.

Assists with field inspections by taking photographs as necessary.

Conducts research and prepares special reports as required.

Performs other related work as required.

Minimum Requirements

High School Diploma or its equivalent and six (6) months experience in engineering, drafting, right-of-way inspections or surveying work. A Valid Driver's License from any state (Equivalent to a State of Florida Class E) may be utilized upon application, however prior to appointment a State of Florida Driver's License (Class E or higher) must be presented to the Department of Human Resources and must be maintained valid through employment.

OR

Equivalent combination of education and experience beyond a high school diploma or its equivalent.

WRITTEN EXAMINATION: In addition to the above stated minimum requirements, eligibility for this position will be established based on the results of a written examination. The examination is designed to measure job-related knowledge involving assignments in Public Works projects. The subject matter includes problems covering surveying and general engineering. Applicants may bring and use a calculator during the examination; however, no electrical outlets are provided for this purpose. **Please Note:** Cellular phones are not permitted to be used during the written exam.

Eligible applicants will be notified by email of the date, time and location of the written examination.
Applicants must appear in person in order to take the written exam.

APPLICANTS WHO PARTICIPATED IN THE LAST WRITTEN EXAM MUST WAIT SIX (6) MONTHS BEFORE RE-TAKING THE EXAM.

ESSENTIAL POSITION: This position is considered an "Essential Position" for the purpose of Emergency Management. Emergency duties will be assigned as needed. **This position requires 24 hours a day, 7 days per week availability during City of Miami emergencies,** as determined by City Administrators, Emergency Manager or City Officials.

Documentation Requirements

Please Read Carefully

Applicants, including City of Miami employees, must upload and submit attached copies of the following documents with the employment application. Please be sure to attach all required documents to your employment application each time you apply. Uploaded documents remain in your online profile but they will not attach automatically and you will be deemed ineligible without the proper documentation.

ALL DOCUMENTS SUBMITTED MUST BE CLEAR, LEGIBLE, AND IN PROPER FORMAT.

THE FOLLOWING DOCUMENT(S) ARE REQUIRED AT TIME OF APPLICATION AND ARE ACCEPTABLE FORMS OF PROOF:

1. Proof of education in the form of diploma, degree or transcripts. Foreign diplomas/degrees must be submitted with a credential evaluation report from an approved credential evaluation agency*. **Translations of diploma/degrees are not accepted. Audit/Academic reports are not accepted as substitutions for college transcripts.**
2. **Driver's License:** A Valid Driver's License from any state (Equivalent to a State of Florida Class E) may be utilized upon application, however prior to appointment a State of Florida Driver's License (Class E or higher) must be presented.

***Approved Credential Evaluation Agencies:**

Credential evaluation reports showing the United States equivalency for academic credentials earned in other countries may be provided by:

- An accredited four-year college or university in the United States, OR
- A current member of the National Association of Credential Evaluation Services (NACES), OR
- A current member of the Association of International Credential Evaluators (AICE), OR
- A recognized Professional Organization

For additional list of approved credential evaluation agencies visit the [Florida Department of Education](#)

It is the applicant's responsibility to ensure that all required documents submitted with the employment application are in a format that is acceptable, clear and legible for eligibility determination or risk being disqualified.

Applicants, including City of Miami employees, must completely detail their work experience on the employment application or risk being disqualified. Resumes are not required and will not be reviewed in place of the employment application.

It is the applicant's responsibility to update their online profile with personal data, work experience, education, and certifications, when submitting application(s), failure to do so may result in disqualification.

Applicants must provide a valid email address in order to receive notification of eligibility.

Veterans Preference: Veterans Preference is awarded in accordance with Florida State Statute 295.07. If veteran's preference is being claimed, it must be indicated on the application form and proper documentation, including all forms DD-214 (Member 4) and the applicable FDVA- Veteran's Preference Certification Form(s) in accordance with rule 55A-

7.013 - Documentation of Preference Claim, must be submitted with the employment application.

FDVA Certification Forms: Please complete the applicable Veterans' Preference Certification Form(s). Form(s) must be uploaded with your employment application along with acceptable proof of veterans' preference.

Form VP1: VETERANS' PREFERENCE CERTIFICATE

Form VP2: CURRENT MEMBER OF THE RESERVE CERTIFICATION

Form VP3: UNREMARIED WIDOW or WIDOWER CERTIFICATE

Selection Preference for City Residents: In accordance with APM 2-02, applicants for classified positions who are City of Miami residents and new hires will receive preference in selection from interview ranking bands provided that any two (2) of the following documents are submitted with the employment application and again at time of interview:

- A. Utility bill dated within 60 days of the date of submission
- B. Valid Florida Driver License or State-issued I.D.
- C. Property Tax Statement dated within 1 year of the date of submission
- D. Properly executed valid lease agreement
- E. Homestead Exemption dated within 1 year of the date of submission
- F. Motor Vehicle Registration dated within 90 days of the date of submission
- G. Official school records or transcripts, dated within 90 days of the date of submission
- H. W-2 (or 1099) Tax Form dated within 1 year of the date of submission

City of Miami residents are granted selection preference over non-City of Miami residents within the same ranking band resulting from an interview process.

Selection Preference: Selection preference within the same ranking band resulting from an interview process will be granted in the following order: 1) preference eligible veterans, 2) active City of Miami employees, 3) City of Miami residents, 4) all others.

OPEN/COMPETITIVE

An Equal Opportunity Employer

Agency

City of Miami

Address

444 SW 2nd Avenue, 7th floor

Miami, Florida, 33130

Phone

(305) 416-2170

Website

<http://www.miamigov.com/employment>

ENGINEERING TECHNICIAN I Supplemental Questionnaire

***QUESTION 1**

Have you attached a copy of your high school diploma or its equivalent or higher and/or transcript plus a foreign credential evaluation report (if applicable) from an agency recognized as specified in the job announcement? Your diploma(s) and/or transcripts **MUST** be uploaded with your application for employment before the closing date. If not, your application will be deemed ineligible.

- Yes
- No

***QUESTION 2**

Have you submitted a copy of your valid driver license (Equivalent to a State of Florida Class E or higher) as specified in the job announcement, which **MUST** be uploaded with your application by the closing date? If not, please be aware that your application will be deemed ineligible.

- Yes
- No

* Required Question