



Associate Civil Engineer

\$6,575 - \$7,992 monthly

(Open Competitive Recruitment)

The Opportunity:

The City of San Gabriel is recruiting for an Associate Civil Engineer. The Engineering Division is seeking a highly motivated, experienced, and committed candidate who is experienced in civil design, construction management, and contract administration related to capital improvement project delivery. The ideal candidate will possess a significant level of technical expertise, as well as a thorough working knowledge of engineering-principles and practices. If you possess these qualities and thrive in a team environment, then we would like to hear from you.

Position Summary:

Under direction of the Principal Civil Engineer, the Associate Civil Engineer performs a diverse range of professional engineering duties in support of complex professional engineering work related to public works facilities and functions.

Responsibilities include reviewing and preparing plans and specifications for all types of public works improvements; investigating and making recommendations concerning traffic signals and other traffic control devices; researching and preparing policies and standards; checking subdivision and parcel maps; reviewing private development plans; inspecting ongoing public works improvement projects; plan checking and inspecting civil engineering designs in connection with streets, sidewalks, storm drains, and surveys; investigating and responding to resident and business owner requests related to public right of way issues; and performing other duties as assigned.

For more detailed information, see attached job classification specification.

Minimum Qualifications:

The knowledge, skills, and abilities generally required of this position include a bachelor's degree in Civil Engineering and three (3) years of progressively responsible civil engineering experience in municipal public works, traffic and construction activities. Possession of a valid Certificate of Registration as a Professional Civil Engineer issued by the California State Board of Registration for Professional Engineers is required.

Benefits:

- Participation in the CalPERS Retirement System: 2% @ 60 for "classic" CalPERS members and 2% @ 62 for new CalPERS members; participating San Gabriel employees will remain in their existing tier.
- City paid contribution of up to \$1,568 per month toward medical, dental, and vision insurance premiums: City offers a choice of multiple medical plans (HMOs and PPOs through CalPERS) and a choice of a PPO or HMO dental plan. Although you typically must insure yourself, coverage of dependents is optional.
- Optional enrollment in Deferred Compensation 457 Program from CalPERS, ICMA or Empower.
- Optional enrollment in Supplemental Insurance Programs.

- City-paid long term disability and life insurance (1x annual salary).
- City-paid Employee Assistance Program (EAP) and Travel Assistance Program for employees and eligible family members.
- Payment of retiree (and family) health insurance per established vesting schedule.
- Compensation of \$100 per month is available to employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish.

Leaves:

- 96 hours of sick leave per calendar year
- 80 hours of vacation per year (increases with length of service)
- 104 hours of holidays per year
- 32 hours of administrative leave (this position is exempt from FLSA overtime status)

Annual Cash-Out Programs:

- Sick Leave Buy Back: In November of each year, allowed to cash-out of up to 50% of unused sick leave accrued in the preceding 12-month period (November 1 through October 31).
- Vacation Buy Back: allows cash-out of up to 40 hours of unused vacation leave per year.
- Holiday Buy Back: allows cash-out of up to 8 hours of unused holiday leave per year.

Application Procedure:

Candidates must complete a City of San Gabriel online application. Applications must be thoroughly prepared and include the following three items as attachments: (1) cover letter, (2) professional résumé, and (3) copies of all professional certifications applicable to and/or required for the position. Failure to submit a thoroughly prepared application along with items 1-3 may be disqualifying. To apply, please visit jobs.sangabrielcity.com.

All application materials must be submitted by 5:00 p.m. on Wednesday, December 18, 2019. *Faxed, emailed, and/or hard copy applications will not be accepted.*

Tentative Recruitment Schedule:

The following is the tentative schedule for this recruitment. If you are interested in applying for this position, please plan in advance to accommodate the schedule. Also, note that the City reserves the right to revise this schedule at any time if it deems necessary.

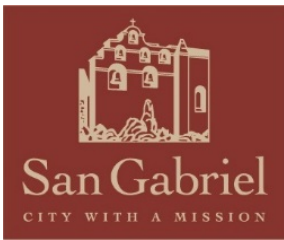
- Recruitment period..... November 18, 2019 – December 18, 2019
- Panel Interview..... Week of January 6
- Selection Interview..... Week of January 13
- Anticipated Start..... February 18, 2020

The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five days prior to the examination date.

All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.
 鼓勵所有的合格候選人提出申請 聖蓋博市是平等機會的僱主

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.
 La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

HUMAN RESOURCES DEPARTMENT



CLASSIFICATION SPECIFICATION ASSOCIATE CIVIL ENGINEER

JOB SUMMARY:

Under general supervision of the Principal Civil Engineer, the Associate Civil Engineer checks engineering plans, estimates, reports, and specifications for a wide variety of public and private projects; maintains administrative and engineering records; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Associate Civil Engineer completes a variety of technical assignments in support of the Engineering Division. This class differs from a Senior Civil Engineer due to the level of experience required, complexity of work performed, and ability to make decisions within established guidelines.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Checks engineering plans, specifications, designs, and cost estimates; receives and checks applications and routine engineering plans submitted for permits; reviews designs and evaluates proposals to ensure compliance with laws, ordinances, and acceptable engineering standards; reviews requirements for a wide variety of construction and maintenance projects including easements, legal descriptions, plan checks, construction inspections, and materials testing; and assists with traffic engineering and transportation planning activities and studies.
- Performs entitlement reviews of tentative subdivision and other maps, drawings, conceptual plans, reports, and studies for minor and mid-size land development projects; and prepares conditions of approval, impact fee estimates, and city requirements for those projects.
- Assists the Principal Civil Engineer and Senior Civil Engineer with managing capital improvement projects; assists in the preparation of right of way plans, acquisition, and environmental documents and reports; works with other City departments and divisions to identify and prioritize needs related to engineering projects; attends and participates in professional group meetings; prepares City Council and other staff reports as assigned; and maintains administrative and engineering records.
- Develops and maintains effective working relationships with contractors, vendors, outside agencies, the public, and City staff; coordinates work with other City departments, outside agencies, contractors, and consultants; and provides engineering services and consultation to a variety of field and office personnel.

- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Knowledge of the principles and practices of civil engineering design and construction including relevant federal, state, and local laws, regulations, and codes relating to engineering and the environment; and principles and techniques for reviewing designs, plans, specifications, estimates, reports, and recommendations related to public works projects.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

Skills/Abilities:

- Correctly interpret and explain engineering policies and procedures; read, understand, and correctly interpret plans, specifications, designs, and relevant engineering codes; and communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with the public, elected officials, and City staff.
- Prepare clear and concise technical and administrative reports and memoranda including accurate tables, schedules, summaries, and other materials in narrative form; establish and maintain various data collection, record keeping, tracking, filing, and reporting systems; and maintain office and specialized files.
- Establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

Education and Experience:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor's degree in civil engineering or a closely related field.
- Three years of increasingly responsible experience in the area of civil engineering design, surveying, inspection, utilities, transportation, traffic, water quality, or engineering plan checking.
- Local government experience is desirable.

Licenses and Certifications:

- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.
- Possession or ability to obtain within the first six months of employment a Civil Engineer Professional Engineer (P.E.) license issued by the State of California is required.

PHYSICAL DEMANDS:

- Ability to lift up to 15 pounds or more; sit, stand, squat, kneel, climb stairs, stoop, and walk for prolonged periods of time; and get from one location to another in the course of doing business.

WORK ENVIRONMENT:

- Work is performed in a standard office setting and outside. Employee will travel to different locations and may be exposed to inclement weather conditions, noise, vibration, dust, or potentially hazardous chemicals. Noise level in the work environment is usually moderate to high and the employee may be exposed to loud talking and frequent interruptions from telephones, City staff, and/or members of the public. The nature of the work also requires incumbents to drive motorized vehicles and work in heavy vehicle traffic conditions.

NOTE:

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Revised Date: May 9, 2018