



Engineering Assistant (Part-Time, Temporary)

Human Resources
567 El Camino Real
San Bruno, CA 94066
(650) 616-7055
(650) 742-6515 Fax

www.sanbruno.ca.gov

The City of San Bruno is located in San Mateo County, and is only 12 miles south of San Francisco. An ethnically and culturally diverse city, San Bruno maintains a small-town atmosphere within a large metropolitan area.

The City is responsible for a wide range of public services including Fire, Police, Cable TV, Water, Wastewater, Streets and Stormwater.

Located along Highway 101 and Interstate 280, the City enjoys easy access to the vast cultural, educational and recreational opportunities of the San Francisco Bay Area including museums, galleries, theaters and access to professional sports teams including the Giants, 49ers, A's, and Sharks venues, the Golden Gate National Recreation Area, and the San Francisco Bay. Educational opportunities include numerous community colleges, as well as Stanford University, University of San Francisco, UC Berkeley and San Francisco State University.

The San Bruno BART and CalTrain stations make it easy to use public transportation to access the Peninsula, San Francisco and beyond.

Filing Deadline: **Continuous**
Hours: **Part Time**
Hourly Salary: **\$16.46 - \$22.00 per hour**
(Salary dependent on experience)

The Position

The City of San Bruno Public Works (Engineering) Department is currently seeking a talented and innovative Engineering Assistant to join the Department for a part time employment opportunity. As an Engineering Assistant, you will have the opportunity to contribute in key areas of the Department. Duties will include assisting engineering staff on a variety of projects and tasks related to traffic engineering, capital improvements and land development. Examples include supporting the Traffic Engineer in collecting and analyzing field data; researching and designing elements of transportation projects; and assisting in the preparation of plans, specifications, exhibits, studies and technical memoranda. Other responsibilities include responding to inquiries from members of the public, developers, and contractors; conducting and/or assisting with surveys and investigations; data entry; and record keeping. This position provides an excellent career opportunity for obtaining a broad range of experience involving a wide variety of public works projects.

The successful candidate will work part time and the final schedule will be determined by the Department in conjunction with the candidate.

Minimum Qualifications

- Must be at least 18 years of age
- Possession of a high school diploma or GED equivalent. Additional college course work or degree in Engineering or related field preferred.

This position is a temporary part-time opportunity that offers no benefits. However, in accordance with the Healthy Workplaces, Healthy Families Act of 2014, the City of San Bruno recognizes that employees will need time off from work from time to time to address the medical needs of themselves or family members covered under the law. All temporary, part-time, and seasonal employees, who on or after July 1, 2015, work in California for 30 or more days within a year from the commencement of employment are entitled to paid sick leave for prescribed purposes. Employees will accrue one hour of paid sick leave for every 30 hours worked, and are entitled to use accrued sick days beginning on the 90th day of employment. Employees may use up to 24 hours (or 3 days) of accrued sick leave in each year of employment.