



We invite applications for the position of:
ENGINEERING ASSISTANT III
PUBLIC WORKS DEPARTMENT
\$82,828 to \$100,651 Annually
Plus a comprehensive benefits package

“The high-tech environment at Mountain View grants us opportunities to work on challenging and innovative projects, which often require us to collaborate with our dedicated colleagues. A sense of family is echoed throughout the City, one that is very responsive and welcoming to this need for collaboration.”

–Ankit Sharma, Assistant Engineer

Why Consider The City of Mountain View?

It's simple. We are a **passionate team of professionals committed** to providing **excellent service** to the **community** we serve, and we want you to join us! When you become part of the City of Mountain View family, you will find this is a way of life for those who seek a mission-oriented culture.

About This Role

We want a highly **motivated, reliable, and skilled** individual to join the Engineering and Environmental Compliance Section of the Public Works Department for the position of Engineering Assistant III with the City of Mountain View. This is the advanced journey level class in the paraprofessional engineering series. You will join a **fast-paced, dynamic team environment**, perform the more complex duties and tasks within the assigned engineering program and provide exceptional customer service. This recruitment will establish an eligibility list from which current and future vacancies in the classification of Engineering Assistant III may be filled. You can review the detailed job description for Engineering Assistant III on the City's website [here](#).

What You Bring

- Four years of increasingly responsible and varied paraprofessional civil engineering experience, two of which are comparable to an Engineering Assistant II with the City of Mountain View.
- Equivalent to the completion of two years of college-level course work in civil engineering or a related field.
- Possession of a valid Class C California driver license.

Bonus Points

- An Associate's degree from an accredited college with course work in engineering.
- Possession of an Engineer-in-Training certificate.

Who You Are

- You are an individual who is self-motivated, team oriented, reliable and able to thrive in a fast-paced, team work environment.
- You exercise independent judgment.
- You are adept at juggling multiple priorities and projects in order to meet targeted deadlines.
- You are a quick learner who welcomes challenge, embraces change, is resourceful and works well both independently and with others.
- You have a strong technical background and excellent communication skills.
- You have a sharp eye for reviewing a variety of documents for accuracy.
- You have excellent judgement in making decisions.
- You have the ability to anticipate the customers' needs and deliver services effectively.

What You'll Do

- Review infrastructure assessments, capacity studies, and utility master plans, and develop recommendations for infrastructure maintenance activities and capital improvement projects.
- Assist project engineers with preparation of plans, specifications and contract documents.
- Research and collect data for design of capital improvement projects and other City projects.
- Assist with the development of scopes of work for infrastructure assessments, capacity studies, and utility master plans.

- Provide miscellaneous assistance in support of the above duties in the areas of file research, field reviews and fee calculations.
- Perform the more complex paraprofessional and technical engineering tasks within the assigned program(s).
- Check plans and specifications for accuracy, suitability and completeness, and make recommendations for revision and improvement.
- Confer with contractors, consulting engineers and members of the public relative to assigned area of responsibility.
- Administer contracts with outside consultants as appropriate; review work and tasks performed; recommend and monitor billings.
- Perform related duties as assigned.

What We Offer

- Comprehensive benefits package including generous paid leave and health
- CalPERS retirement (2.7% at 55 formula for classic members; 2% at 62 for new members); employees contribute 11.5% for classic members; 10.5% for new members to CalPERS with no Social Security deduction
- Opportunity to utilize \$2,000 in tuition reimbursement for education advancement annually, with an additional one time opportunity for up to \$20,000 for the completion of a work related Bachelor's or Master's degree
- Up to \$100/month City contribution for mass transit expenses, with \$10/month minimum employee contribution or \$20/month City contribution for bicycle commute expenses
- Employee appreciation days and activities
- Wellness culture including access to the employee gym and incentive pay for participating in the City's wellness program

Are You Ready? Apply.

Submit your application and resume online at www.calopps.org or to the Human Resources Division; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. Application materials will be screened on a continuous basis with a first application review date of **August 1, 2018**.

Interview Process

Candidates with the most relevant qualifications will be invited to the following process:

- Depending on the number of applicants received, the first round of interviews may be conducted via skype.
- Oral board Interview (weighted 100%).
- Department interview with the Public Services Division staff for a more in-depth discussion regarding the position and their qualifications for the position.

Depending on the number of applications, the above process may be altered.

Fine Print.

Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Division upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE).

Prior to hire, candidates will be required to successfully complete a preemployment process, including employment verification and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination.

CITY OF MOUNTAIN VIEW
ENGINEERING ASSISTANT III
Supplemental Questionnaire

Please answer the following questions and submit with your application. Please limit your responses to one page per question or less.

1. Describe your experience with and knowledge of AutoCAD drafting & design, Excel spreadsheets, database management, and GIS applications.
2. Describe your experience with water and sewer system infrastructure design and maintenance projects and planning.