



# City of Milpitas

## We invite applications for the position of: **Junior/Assistant Engineer**

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**Annual Salary Range:**                      **Junior Civil Engineer: \$84,707 - \$102,962**  
**Assistant Civil Engineer: \$93,178 - \$113,259**

**Post Date:**                                      **Monday, July 23, 2018**

**Close Date:**                                      **Open until filled**

### **Why Milpitas?**

Located at the southern tip of the San Francisco Bay, the City of Milpitas is a dynamic community that is an integral part of the high tech Silicon Valley. With a much diversified resident population of 73,672, Milpitas features quality schools, conveniently located neighborhood parks and shopping centers. The role of every employee is to be committed to accomplishing the community's vision by providing fiscally sound, superior services.

You will be joining a community of 328 professional employees as diverse as the city they support. We are privileged to have such a unique workforce and to foster an environment that encourages those differences. We believe in supporting our employees' abilities and desires for professional growth, to better support retention and commitment throughout all career stages. Milpitas employees are proud and know that their contributions make a difference to the community as well as to their own career. We encourage you to check us out:

<http://www.ci.milpitas.ca.gov/>

### **The Opportunity**

There are two openings, one in Land Development and one in Traffic.

Junior Engineer - This is the entry-level class in the professional engineering series. Positions in this class possess the applicable educational and training background required of classes in the professional engineering series, yet typically lack practical work experience. The Junior Engineer class is distinguished from the Assistant Engineer by the performance of less than the full range of duties as assigned to the journey level class within this series. This class is typically used as a training class in that incumbents may have only limited or no directly related work experience. Incumbents work under immediate supervision while learning job tasks.

Assistant Engineer - This is the journey level class in the professional engineering series. Positions in this class possess the applicable educational and training background required for classes in the professional engineering series, as well as practical work experience. The Assistant Engineer is distinguished from the Junior Engineer by the performance of the full range of duties as assigned with only minimal instruction or assistance from a higher-level professional engineer. Incumbents work independently, seeking assistance only as new or unusual situations arise. Positions in this class can be flexibly staffed and filled by advancement from the Junior Engineer class.



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### What You Will Do

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

- Perform professional and technical engineering work relative to projects assigned, including but not limited to design and construction, land development, building renovation, traffic engineering, and/or utility engineering.
- Respond to question from contractors, developers, construction inspection staff, and the general public related to assigned area of responsibility.
- Design, prepare, and/or review plans and specifications for public works projects including pumping stations, streets, storm drains, sewer lines, building renovation, and related projects.
- Research project design requirements; perform calculations and prepare estimates of time and material costs.
- Investigate field problems affecting property owners, contractors, and maintenance operations; resolve problems or refer as appropriate.
- Request and/or participate in the collection of survey and mapping data.
- Prepare estimates and feasibility reports for new or modified services and structures.
- Participate in the plan check, review, and processing of plans for private developments affecting city streets, sewers, drains and related public works facilities; assure compliance with appropriate codes, ordinances, rules and regulations.
- Coordinate, develop and administer special assessment districts relative to the provision of public works improvements and services; meet with affected parties and explain the process, purpose and procedures.
- Assume responsibility for land and easement acquisition.
- Participate in and conduct traffic related studies and surveys; collect and compile relevant data including information on accidents, traffic flows, signalization, and other related statistics.
- Prepare visual presentations and reports.
- Review design/construction plans and specifications and recommend approval for construction.
- Administer the advertisement and bidding of public works projects.
- Participate in the projection of sewerage capacity including estimating future sewer discharge and water consumption.
- Check developments for water and sewer Master Plan conformance.
- Prepare special engineering studies and reports.
- Coordinate engineering activities with other City departments, divisions and sections and with outside agencies.
- Operate computer system as assigned including data entry and output; development of programs, troubleshooting and updating current systems; coordinate activities with data processing.



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- Contract with, and manage, professional engineering consultants.
  - Manage public works construction projects from design through completion of construction.

*When assigned to Traffic Engineering:*

- Performs professional and technical engineering work relative to traffic engineering projects including design, drafting, the collection & analysis of traffic engineering data and investigation of requests for traffic controls.
- Design, prepare and/or review plans and specifications for street improvement projects
- Participate in and conduct traffic related studies and surveys; collect and compile relevant data including information on accidents, traffic flows, signalization, and other related statistics.

### **Experience and Education**

Junior Engineer: A Bachelor of Science degree from an accredited college or university in civil engineering or other engineering discipline.

Assistant Engineer: Two years of civil or related engineering experience comparable to that of a Junior Engineer in the City of Milpitas AND a Bachelor of Science degree from an accredited college or university in civil engineering or other engineering discipline.

### **License and Other Requirements**

Junior Engineer:

- Possess and maintain throughout employment an appropriate, valid California Driver's License.

Assistant Engineer:

- Possess and maintain throughout employment an appropriate, valid California Driver's License.
- Possess an Engineer-in-Training Certificate accepted by the State of California is highly desired, but not required.

### **Special Requirements**

Essential duties require the following physical abilities and work environment:

Typically, work is performed primarily in an office environment and at construction sites; exposure to outdoor elements; extensive use of the telephone, radios, and computers with repetitive keyboarding; ability to walk on uneven ground; reach (including overhead), squat, bend, lift, crawl, and, climb; push, pull, and carry up to 30lbs; drive to various locations daily within and outside the City of Milpitas; ability to work safely in a hard-hat



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construction zone is essential; exposure to construction-related chemicals and products; may be required to crawl in confined spaces.

### **Selection Process**

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

### **To Apply**

Submit application, supplemental questions, and resume online at [www.calopps.org](http://www.calopps.org) or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

A complete job description is available on the City of Milpitas website: [www.ci.milpitas.ca.gov/](http://www.ci.milpitas.ca.gov/) (under Classification and Compensation) or from Human Resources.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require alternate communications, please contact Human Resources at (408) 586-3090.

### **Benefits**

The City provides an excellent array of benefits that includes the following. This position is represented by the Professional and Technical bargaining group. Benefits Information is available online at:

<http://www.ci.milpitas.ca.gov/milpitas/departments/about-human-resources-2/benefits/>

<http://www.ci.milpitas.ca.gov/wp-content/uploads/2016/02/Milpitas-Professional-and-Technical-Group.pdf>

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.



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## Supplemental Questionnaire

Please answer the following question and submit with your application. Please limit your response to one page.

1. Describe a project in the engineering field that you've worked on. What was your role in the project? Why was it a successful project? What lessons were learned?