



# City of Milpitas

## We invite applications for the position of: Associate Civil Engineer (Design & Construction)

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**Annual Salary Range: \$112,511.76 - \$136,760.45**

**Post Date: July 10, 2019**

**Close Date: Open until filled; first application review date – July 26, 2019**

### **Why Milpitas?**

Located at the southern end of San Francisco Bay, Milpitas is a progressive community that is an integral part of Silicon Valley. As a full-service city of 389 full-time employees with water utility, sewer utility, police and fire services, Milpitas serves a diverse population of nearly 80,000. The city has an annual \$191 million operating budget and a \$315 million capital improvements budget.

Milpitas is the eighth-fastest growing city in the United States according to the US Census, and the second-fastest in California. It has the third highest job growth among the 515 qualifying cities rated by Wallet Hub. The homeownership rate is close to 70%, and the Milpitas housing market remains relatively affordable in Santa Clara County. Milpitas is often called the "Crossroads of Silicon Valley" with most of its 14 square miles situated between two major freeways (I-880 and I-680), Route 237, and a County expressway. In June 2018, Livability Magazine ranked Milpitas fifth by out of more than 2,000 American cities for "[Best Cities for STEM Workers](#)."

We encourage you to check us out at: <http://www.ci.milpitas.ca.gov/>

### **The Opportunity**

The City is seeking a qualified professional to work as an Associate Civil Engineer within the Design and Construction team of the Engineering Department. This position will supervise and participate in the activities of major civil engineering work and perform professional and technical engineering tasks relative to the Design and Construction Unit and will take an active role in managing the City Projects. This position will supervise, train, and evaluate assigned technical and/or professional staff.

### **What You Will Do**

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

- *Supervise and participate in the operation of a work unit within the engineering department.*
- *Prepare and supervise the preparation of engineering drawings, specifications, schedules and cost estimates for City Capital Improvement Projects, including sewer, water, storm drain, and utility projects; building, facilities, and park renovations, building renovation and street improvement projects, etc.*
- *Perform professional and technical engineering tasks relative to assigned area of responsibility.*
- *Develop and maintain project schedules and budgets.*
- *Establish appropriate fee rates to cover expenses and costs.*
- *Research project design requirements; perform calculations and prepare estimates of time and material costs.*



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- *Confer with contractors, consulting engineers, developers, construction inspectors, and members of the public.*
- *Coordinate project development with funding agencies such as Caltrans and VTA and ensures compliance with grant requirements and timelines.*
- *Coordinate projects with other City departments, public agencies, and utility companies for orderly planning, scheduling, and construction.*
- *Represent the City and serve as staff on various boards, commissions and committees relative to assigned area of responsibility.*
- *Administer contracts with design consultants and contractors as appropriate; review work and tasks performed; recommend and monitor billings.*
- *Manage public works construction projects from design through completion of construction.*
- *Supervise, train and evaluate assigned staff*
- *Perform other duties as assigned.*

### **Experience and Education**

A Bachelor of Science degree from an accredited college or university in civil engineering and three years of increasingly responsible and varied professional civil engineering experience including supervisory experience. Design and Construction engineering experience highly desired.

### **License and Other Requirements**

Registration as a professional civil engineer in the State of California. Possession of or an ability to obtain and maintain a valid driver's license from the State of California.

### **Special Requirements**

Work is primarily performed in an office environment and at construction sites; extensive use of the telephone, radios, and computers with repetitive keyboarding; ability to walk on uneven ground; and drive to various locations daily. Ability to work safely in a hard-hat construction zone is essential.

### **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.



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### To Apply

Submit application, supplemental questions (if applicable), resume, copies of required certificates (if applicable) 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. The City provides an excellent array of benefits that includes the following. This position is represented by the Milpitas Professional And Technical Group (Protech) 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.