



City of Milpitas

We invite applications for the position of:

Junior/Assistant Engineer

(Design & Construction; Land Development)

Annual Salary Range: Junior Civil Engineer: \$88,942.31 - \$108,110.46

Assistant Civil Engineer: \$97,836.92 - \$118,922.08

Post Date: July 16, 2019

Close Date: Open until filled; first application review date – July 31, 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

There are three openings, two in Design & Construction and one in Land Development.

Junior Engineer - This is the entry-level class in the professional engineering series. 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. 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.
- Contract with, and manage, professional engineering consultants.



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- Manage public works construction projects from design through completion of construction.
 - Other related duties as assigned.

Experience and Education

Junior Engineer: A Bachelor of Science degree from an accredited college or university in civil engineering or other engineering discipline. Some civil engineering or other related engineering experience or training is highly desired.

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. Experience working in Design & Construction and/or Land Development engineering is highly desired.

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.
- Registration as a Professional Engineer issued 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 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.



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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, resume, copies of required certificates (if applicable) online at 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 (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 questions and submit with your application. Please limit your response to no more than one page per question.

1. Please check off which engineering position you are applying to:

☐ Design & Construction
☐ Land Development
☐ Both

2. Please describe any related work experience and/or educational training you may have in the following:

- Design & Construction Engineering
- Land Development Engineering

3. Please list any and all engineering software and/or computer software programs you are familiar with and your proficiency for each: Basic Knowledge; Intermediate; Advance.