



We invite applications for the position of  
**ASSOCIATE OR SENIOR CIVIL ENGINEER  
(FACILITIES PROJECT MANAGEMENT)**

Associate Engineer \$112,787 to \$132,691 Annually  
Senior Civil Engineer \$117,188 to \$146,485 Annually  
plus a Comprehensive Benefits Package  
\*3-Year Limited Period Assignment

### **Why Consider The City of Mountain View?**

You'll be joining a team of talented professionals who work in a fast-paced, dynamic environment and share their talents and commitment to provide essential public services to our residents and businesses. Mountain View is characterized by many as the "start-up" community of Silicon Valley with a strong innovation network that develops and supports the greater Mountain View community. Joining the City as an Associate or Senior Civil Engineer in the Public Works Department is an outstanding opportunity to begin a productive and fulfilling career in municipal service.

### **About This Role**

We are seeking a highly motivated, highly organized, innovative and enthusiastic individual to join the Public Works Department for the position of Associate Engineer or Senior Civil Engineer in the Engineering & Environmental Compliance section. This is a single vacancy position and may be filled as an Associate Engineer or Senior Civil Engineer depending on the skills and experience of the ideal candidate. This position combines the technical knowledge of engineering with the art and vision of planning and design to deliver high quality projects for the vibrant City of Mountain View. While reporting to the Principal Engineer, this position works closely with other City Departments and Public Works Sections (Capital Projects and Construction) and is responsible for all aspects of project management for improvement, rehabilitation, and/or major repairs of a variety of City owned buildings. No two projects are alike and some potential projects that the individual could work on include sustainability projects (solar panels, electric vehicle charging stations, and energy efficiency upgrades), ADA accessibility improvements, tenant improvements (restaurant tenant), various building upgrades, and various roof replacement projects. You can review the detailed description on the City's website here: [Associate Engineer](#) and [Senior Civil Engineer](#).

The Public Works Department is responsible for maintaining the City's various buildings (City Hall, Center for Performing Arts, Library, Senior Center, Community Center, Sports Pavilion, Police and Fire Stations, etc.); operating and maintaining the utilities (water, wastewater and recycled water systems) and closed landfill; managing the City's transportation system (roadways and traffic signals); managing and implementing the City's Capital Improvement Program; managing and coordinating a variety of private development projects including high tech, transit oriented and residential subdivision projects; ensuring the safe, efficient and convenient circulation of vehicle, bicycle and pedestrian traffic throughout the community; maintaining City buildings and the City's vehicle and equipment fleet; and administering the City's Solid Waste and Real Estate Management programs. The Department's crews, technicians, engineers, managers, and other staff are proud of their contributions which make Mountain View a great place to live, work and visit.

### **What You Bring**

#### **Associate**

- Two years of responsible civil engineering experience performing duties comparable to those of an Assistant Engineer in the City of Mountain View
- Bachelor's degree from an accredited college or university with major coursework in civil engineering
- California Class C driver license
- Possession of a California Engineer-In-Training (EIT) Certificate
- Possession of a valid Certificate of Registration as a professional Civil Engineer in the State of California is highly desirable.

#### **Senior**

- Four years of responsible civil engineering experience, including at least one year at supervisory level.
- Bachelor's degree from an accredited college or university with major coursework in civil engineering
- California Class C driver license
- Possession of a valid Certificate of Registration as a professional Civil Engineer in the State of California.

### **Bonus Points**

- Master's Degree in Civil Engineering or a directly related engineering field
- Project Management Certification and/or prior experience with building projects.
- Prior experience in a public agency or close interaction with public agencies.

### Who You Are

- An exceptional **communicator** with superior interpersonal and writing skills who can interact professionally with both City staff and consultants while providing outstanding customer service.
- A **skilled** industry professional who possesses technical knowledge in the area of project management for public sector capital projects.
- A respectful **team player** who thrives in a collaborative, fast-paced work environment and is able to build consensus with a variety of stake holders including contractors, residents and other City departments.
- A **multi-tasker** adept at managing multiple projects and deadlines simultaneously, with the ability to prioritize assignments effectively.
- A **problem-solver** who confronts issues, evaluates multiple alternatives, and makes strategic decisions.

### What You'll Do

- Provide technical and administrative leadership for City facilities improvement, rehabilitation, and major repair projects.
- Consult with project stakeholders to develop project goals, objectives and priorities and establish project schedules.
- Develop scope of work and terms and prepare request for proposals (RFP) for consultant and contractors, reviewing each awarded contract and making recommendations.
- Develop, prepare, administer and manage project budgets and schedules.
- Prepare and review project plans, specifications and cost estimates, including the preparation of bid schedules and general and special provisions relevant to each project.
- Collaborate with and manage a variety of consultants (architectural and engineering) as necessary.
- Prepare public outreach information and deliver presentations to the public, Council committees and City Council.
- Identify and apply for project grants, and ensure compliance with reporting requirements.
- Serve as the department liaison to other City departments during all project phases.
- Develop project status reports and City Council reports for all project concerns, including contract approvals, funding and acceptance.

### What We Offer

- *Benefits:* Comprehensive benefits package including generous paid leave and group health coverage
- *Retirement:* 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
- *Retiree Health Plan:* Employees can participate in a defined benefit or a defined contribution retiree health plan. Vesting for the defined benefit plan is 15 years and the defined contribution plan is five years
- *Wellness:* Wellness minded culture including access to an onsite employee gym and incentive pay for participating in the City's wellness program; up to \$100/month City contribution for mass transit expenses, with \$10/month minimum employee contribution; discounts for carpools and ride-shares; and, following an initial training period for new employees and department head approval, the ability to work a 9/80 schedule
- *Employee Appreciation:* Employee events and activities
- *Educational Incentives:* 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 or approved leadership programs
- *Career Development and Technology Stipend:* Management Development Funds - \$1,000.00 annually
- *Management Leave:* Management leave of 80 hours per fiscal year (paid out at end of fiscal year if not used)
- *Professional Support:* Attendance at courses and conferences sponsored by the Project Management Institute (PMI), American Public Works Association (APWA), and other professional associations, in addition to a robust internal training program to promote career growth and succession planning

### **Are You Ready? Apply.**

Submit your application, supplemental questions and resume online at [www.calopps.org](http://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 on 5:00 p.m. PST, Friday, November 22, 2019**. The most appropriately qualified candidates will be invited to participate in an initial skype interview. Select individuals who pass the Skype interview will be invited to a written exercise and oral board interview (weighted 100%). Additional department interviews with the Public Works Department will follow for a limited number of finalists. Depending on the number of applicants this process may be altered.

### **The Fine Print**

**\*Associate Engineer or Senior Civil Engineer -** \*this is a three-year limited period assignment. Funding is anticipated for the entire 3-year period; however it is subject to council adoption of the budget in June 2020 and June 2021. Any extensions beyond the limited-term period listed may be reviewed and approved by the City based on budget sustainability and the on-going operational needs of the department.

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.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.

**CITY OF MOUNTAIN VIEW  
ASSOCIATE/SENIOR CIVIL ENGINEER (FACILITIES PROJECT MANAGEMENT)  
SUPPLEMENTAL QUESTIONNAIRE**

1. Do you possess one of the following:
  - A. ☐ Engineer-In-Training Certificate
  - B. ☐ California Professional Engineer License
  - C. ☐ Project Management Certification
2. If you selected Item A or B of the above, please provide the state of issuance and your certification/license number. If you selected Item C, please provide the name of the program. In addition, please list any other certifications/licenses that are applicable to the position.
3. Describe your professional experience in facilities project management. Briefly describe the critical milestones involved with identifying facility needs. If you do not have experience in facilities project management, please write "n/a".
4. Describe your experience managing public works related projects. Briefly describe the types of projects, your specific role in the projects, and what strategies you used to ensure successful completion of each project.