



# THE CITY OF HAYWARD is recruiting for ASSISTANT/ASSOCIATE CIVIL ENGINEER

**MONTHLY SALARY:** ASSISTANT CIVIL ENGINEER \$8,340—\$10,150  
ASSOCIATE CIVIL ENGINEER \$9,682—\$11,753

## DEADLINE TO APPLY

Wednesday, March 3, 2021  
@5:00 PM; Open Until Filled

Candidates are encouraged to apply online at:  
[www.hayward-ca.gov](http://www.hayward-ca.gov) or  
[www.GovernmentJobs.com](http://www.GovernmentJobs.com).

## COMPENSATION

### Monthly Salary

**Assistant Civil Engineer**  
\$8,340—\$10,150  
**Associate Civil Engineer**  
\$9,682—\$11,753

*Plus excellent benefits package: see the [2021 Benefit Summary](#) on the City's Human Resources webpage for more details.*

## SELECTION PROCESS

Candidates must submit a completed job application *and* a response to the Supplemental Questions. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which may include a writing exam, practical exam and/or an oral interview.

The examination process will result in a ranked eligible register of candidates for hiring consideration by the department. The actual job offer will depend on the candidate's success in the departmental selection process.

*Applications submitted without all required materials will not be considered.*

## THE DEPARTMENT/DIVISION

The Department of Public Works & Utilities is responsible for providing water and wastewater service to Hayward customers, building and maintaining public infrastructure, and leading the City's sustainability efforts.

The core mission of the Utilities Division is to provide reliable water and wastewater services to Hayward residents and businesses, with a strong focus on excellent customer service. Utilities staff play a central role in implementing the City's goal of becoming a more environmentally sustainable community through diverse and well-managed water supplies, as well as water and energy use efficiency.

## THE POSITION

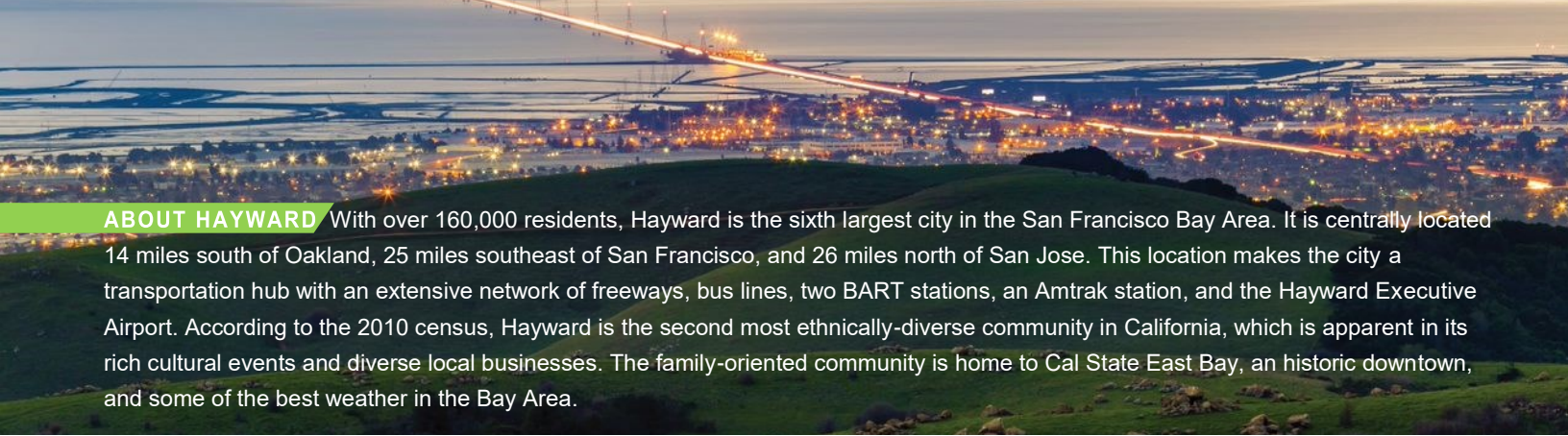
The City of Hayward is excited to announce an opportunity to join its progressive Water Resources team as an Assistant or Associate Civil Engineer. This position reports directly to the Water Resources Manager and performs journey level professional engineering work in conjunction with development of a diverse range of water supply projects, including groundwater and recycled water.

This position is flexibly staffed and may be filled at the Assistant or Associate Civil Engineer level depending on experience and possession of professional engineer certification.

## SOME DUTIES INCLUDE

- Prepare feasibility studies and planning documents for water supply projects, including the next phase of the City's recycled water program
- Design complex projects such as recycled water treatment and distribution systems
- Prepare environmental studies and documents
- Develop plans, specifications and preliminary cost estimates
- Provide engineering services during project construction
- Represent the City at various meetings

**A complete job description can be found at [www.hayward-ca.gov](http://www.hayward-ca.gov)**



**ABOUT HAYWARD** With over 160,000 residents, Hayward is the sixth largest city in the San Francisco Bay Area. It is centrally located 14 miles south of Oakland, 25 miles southeast of San Francisco, and 26 miles north of San Jose. This location makes the city a transportation hub with an extensive network of freeways, bus lines, two BART stations, an Amtrak station, and the Hayward Executive Airport. According to the 2010 census, Hayward is the second most ethnically-diverse community in California, which is apparent in its rich cultural events and diverse local businesses. The family-oriented community is home to Cal State East Bay, an historic downtown, and some of the best weather in the Bay Area.

**MINIMUM QUALIFICATIONS**

*Any combination equivalent to experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and experience would be:*

**Assistant Civil Engineer**

**Experience.**

Two (2) years experience in engineering related to design and construction in an applicable field

**Education.**

Equivalent to a B.S. degree in Civil Engineering

**License or Certificate.**

Ability to obtain a valid Class C California License upon appointment

Engineer-in-Training (E.I.T.) Certificate issued by the California Board of Registration for Civil and Professional Engineers

**Associate Civil Engineer**

**Experience.**

Three (3) years experience in engineering related to design, land development and construction in public works or applicable field, with one (1) year of experience post acquiring the Professional Engineering License

**Education.**

Equivalent to a B.S. degree in Civil Engineering or closely related field (Master's degree is desirable)

**License or Certificate.**

Possession of a valid Class C California Drivers License at the time of appointment

Possession of a Certificate of Registration as a Professional Engineer in the State of California

**SUPPLEMENTAL QUESTIONS**

Completion of the Supplemental Questionnaire is required for your application to be considered and is an integral part of the examination process. Writing 'see resume' or 'N/A' is not a sufficient response. The rating of the supplemental questions may determine application status and/or rank on the eligible list.

1. Provide a general description of your work experience related to water resource development, such as recycled water, groundwater, wastewater treatment, sewer pump station systems, collection systems, wastewater treatment processes and/or water distribution and storage facilities
2. Describe your experience in applying for and managing government loans and grants.
3. Provide an example of a feasibility or planning study in which you participated. What were your specific role and responsibilities?
4. What is the most challenging engineering, capital water or sewer project you have worked on? Did it involve consultants and if so, what are the key ingredients to selecting and working successfully with a consultant? What were your specific role and responsibilities in the project?

**HOW TO APPLY**

In order to be considered, candidates must submit a completed job application and responses to the Supplemental Questions. Applications submitted without all required materials will not be considered.

Candidates are encouraged to apply online at [www.hayward-ca.gov](http://www.hayward-ca.gov) under the Current Vacancies tab or at [www.GovernmentJobs.com](http://www.GovernmentJobs.com).

***The City of Hayward is an Equal Opportunity Employer***