



THE CITY OF HAYWARD is recruiting

## ASSISTANT/ASSOCIATE CIVIL ENGINEER

**MONTHLY SALARY:** ASSISTANT CIVIL ENGINEER \$7,068—\$8,600

ASSOCIATE CIVIL ENGINEER \$8,205—\$9,959

### DEADLINE TO APPLY

This position is being recruited on a continuous basis and may close at any time.

First Review of application:

**Monday, October 14, 2019 @ 5:00 PM**

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**

\$7,068—\$8,600

**Associate Civil Engineer**

\$8,205—\$9,959

*Plus excellent benefits package: see the [2019 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 comprised of six divisions that work collaboratively to develop, build, operate, and maintain Hayward's infrastructure, while providing excellent customer service to the community. The Utilities Division is responsible for management of the City's Water Distribution System, Wastewater Collection and Treatment Systems, and new Recycled Water System.

### THE POSITION

Hayward is excited to announce an opportunity to join its progressive and dynamic Engineering team as an Assistant or Associate Civil Engineer. This position performs journey level and professional engineering work in conjunction with design, plan check, and construction, and maintenance of solar, water and wastewater projects.

### SOME DUTIES INCLUDE

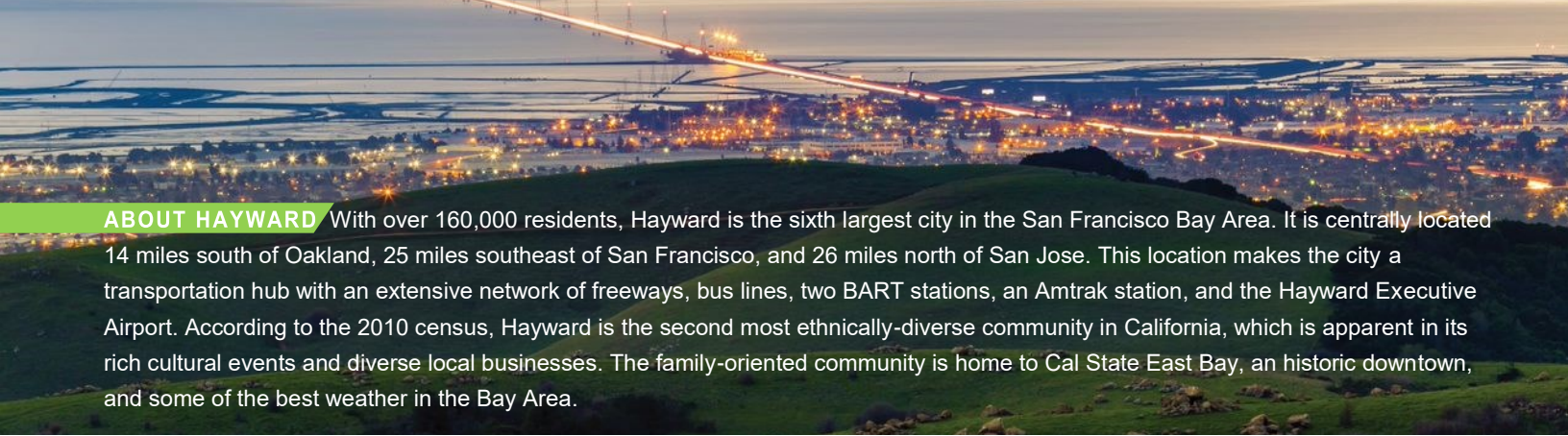
#### **Assistant Civil Engineer**

- Prepare and check engineering plans, cost estimates, designs and specifications for a variety of private development and Utility projects including wastewater treatment, sanitary sewers, storm drains, and water lines
- Perform engineering calculations
- Develop estimates of initial and long-term maintenance and operation costs for utility projects
- Provide engineering support for construction projects
- Coordinate with contractors, engineers and property owners
- Attend project meetings and engineering conferences

#### **Associate Civil Engineer**

- Perform higher level professional engineering work such as the design of large and complex projects, and plan check water and wastewater projects
- Manage the planning and design of water, wastewater, and recycled water projects
- Assign, supervise and review the work of professional and technical personnel
- Prepare environmental studies and facility planning documents
- Provide engineering services during construction of large and complex water, wastewater, and recycled water projects

**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

1. Provide a general description of your work experience in designing and constructing wastewater treatment, sewer pump station systems, collection systems, wastewater treatment processes and/or water distribution and storage facilities.
2. Describe your experience in providing Engineering Services during Construction for a water or sewer project, including a project example and your specific responsibilities.
3. Describe your proficiency in GIS, Asset Management, and AutoCAD, specifically as it relates to preparing design plans.
4. Describe the most challenging 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 was your specific role and what were your 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).

Apply prior to the closing time of the job announcement and allow at least one (1) hour to submit your application if you are a new user to the system. Our on-line application system is provided by Government Jobs. If you have problems while applying online, please contact the Government Jobs Help Desk at (877) 204-4442.

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