



City of Newark, California

INVITES APPLICATIONS FOR
THE POSITION OF

Associate Civil Engineer (Traffic/Transportation)



Application Deadline:
September 30, 2021 at 5:00 pm
www.CalOpps.org

THE POSITION

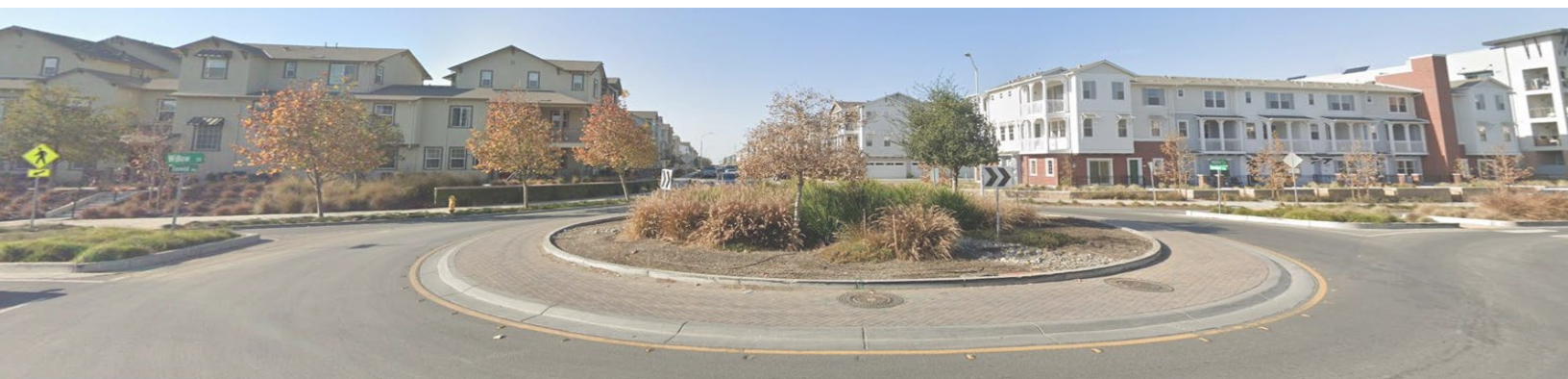
The current Associate Civil Engineer vacancy will perform professional civil engineering work related to the review, design, construction, inspection, and coordination of a variety of public works projects with a particular emphasis on Traffic and Transportation Engineering. The Associate Civil Engineer is a part of the Engineering Division of the Public Works Department. The Associate Civil Engineer will report directly to the Assistant City Engineer and be expected to exercise a considerable amount of independent judgement while managing the planning, design, operation, and maintenance of the City's traffic and transportation systems. The Associate Civil Engineer ensures compliance with applicable laws, rules, regulations, and ordinances and will represent the City at meetings with public officials, regulatory bodies, the business community, policy and advisory boards, community groups, and the public.



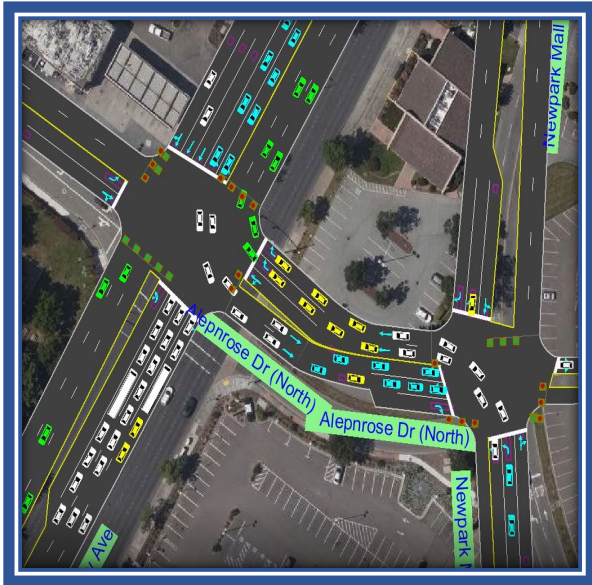
EXAMPLES OF DUTIES

Examples of duties specific to the current **Associate Civil Engineer** vacancy are as follows:

- Receive, evaluate, investigate and respond to citizen requests
- Collect and evaluate data related to traffic flow, speed and circulation patterns; conduct or oversee traffic engineering studies and investigations
- Evaluate the transportation and traffic impacts of private development projects
- Review and approve traffic control plans
- Monitor traffic signal maintenance performed by contractors and Engineering Technician
- Prepare and implement traffic signal timing plans
- Prepare traffic signal, street improvement, signing and striping plans, specifications, and cost estimates for Public Works Capital Improvement Projects, solicit and review bids and make recommendations for project award and acceptance
- Provide project management for Public Works construction and maintenance projects
- Evaluate need for traffic signals, pedestrian crossing enhancements, and traffic calming measures
- Manage the implementation of the City's Pedestrian and Bicycle Master Plan
- Serve as City liaison for Alameda County's Safe Routes to School Program and facilitate the identification, evaluation, and implementation of recommended improvements



- Administer consultant selection process and manage consultant activities for compliance with scope, budget, and schedule
- Direct the work of professional and non-professional staff
- Assists in construction inspection of a wide variety of transportation improvement projects
- Attend and conduct public meetings and make presentations to City Council, Planning Commission, and other legislative and advisory bodies



THE IDEAL CANDIDATE

The ideal Associate Civil Engineer (Traffic/Transportation) candidate will have a strong background in the development and evaluation of traffic and transportation studies, management of municipal traffic signal systems and transportation programs, and the preparation of plans, specifications and costs estimates for a variety of Capital Improvement Projects. Experience with the review of private development improvement plans and proposals is also highly desirable. Successful candidates should possess good interpersonal and leadership skills with the ability to easily adjust to a variety of situations. This position is ideal for a hands-on professional that enjoys taking on a wide variety of engineering projects while working closely with staff to ensure a high performing customer service-oriented work environment

is maintained. Registration as a Licensed Traffic Engineer (TE) in the State of California or certification as a Professional Traffic Operations Engineer (PTOE) is desired, but not required and cannot be accepted as a substitute for registration as a PE.

QUALIFICATIONS

- Any combination of experience and training that would provide the required knowledge and abilities such as the following:
 - Graduation from an accredited college or university with a bachelor's degree in Civil Engineering or a related field
 - Three years of professional civil engineering experience in the design, preparation and/or review of traffic and transportation studies and improvement plans, project management and construction coordination
- Registration as a Professional Engineer (PE) in the State of California in Civil is required
- Possession of, or ability to obtain, a Class C California Driver License



COMPENSATION AND BENEFITS

The salary range for the Associate Civil Engineer is **\$8,415.00 – \$12,199.00 per month**. In addition to a competitive salary, the City of Newark offers a comprehensive benefits package including:

- 9/80 schedule work schedule (every other Friday off)
- CalPERS retirement – Classic members 2.5%@55, Employee contributes 11.468%; PEPRA members 2%@62, Employee contributes 10.218%
- Cafeteria Health Plan - \$861 employee only; \$1,721 employee+1; \$2,273 employee +2 or more dependents (cash out option \$450/month). Use towards CalPERS medical plans, Delta Dental, EyeMed Vision, or additional life insurance
- Health and Welfare reimbursement – \$100/month (out-of-pocket health-related expenses)
- Life Insurance – City-paid \$20,000 policy (additional insurance available at group rates)
- Up to 56 hours of management leave annually
- 184 – 264 hours of general leave annually, depending on years of service
- 13 paid holidays
- Employees and eligible family members have free use of the gym and other facilities at the Silliman Activity and Family Aquatic Center, as well as resident rates for classes and rentals
- On-site bicycle lockers, private shower room, and employee wellness activities
- Educational reimbursement up to \$10,000



THE COMMUNITY

The City of Newark is located in southern Alameda County at the east end of the Dumbarton Bridge, midway between Oakland and San Jose. We were incorporated in 1955 and have a five-member City Council/Manager form of government. Our city is approximately 13 square miles with a population of just under 50,000. At the edge of Silicon Valley, growth of biotech, high-tech, and health sciences industries in Newark continue. We take pride in maintaining a small-town feel, while undergoing major housing and commercial development.

THE PUBLIC WORKS DEPARTMENT

Newark's Public Works Department is comprised of the Engineering, Building Inspection and Maintenance Divisions. The Department encompasses a multitude of municipal public works and engineering services, including traffic and general civil engineering, private development review, capital project design and implementation, construction inspection, and public works maintenance. Public Works' mission is to provide and maintain the most desirable environment for the community and a quality of services that meets the highest expectations of all those served. The Department has 37 talented and dedicated staff members serving the Newark community.



THE SELECTION PROCESS

All applications and resumes submitted through www.CalOpps.org by the deadline will be reviewed. The most qualified candidates will be invited to a panel interview tentatively scheduled for week of October 18, 2021. Finalists will be invited to a final interview process tentatively scheduled for the week of October 25, 2021. The selected final candidate will be required to complete a background check, including fingerprinting, and a basic physical exam. The candidate successful in all phases of the recruitment process will be asked to start employment as soon as possible.

WHAT MAKES NEWARK A GREAT PLACE TO WORK

City employees benefit from both community and City Council support. In March 2021, employees moved into new City Hall and Police Department buildings. The community supported a sales tax to build these state-of-the-art facilities that boast natural lighting throughout and all new furniture and equipment. Also located at the Newark Civic Center is a library and outdoor plaza area. Newark Civic Center is adjacent to one of our many City parks, ideal for walking during break and lunch times, or holding a walking meeting. Employee bike lockers and a shower are available on site. Employees also have access to the Silliman Activity and Family Aquatic Center, just two miles from City Hall. The center features indoor pools, a gymnasium, café, and other amenities.

The City has always taken a conservative approach to finances, and values its employees. When COVID-19 impacts to City resources forced major budget cuts, not one regular full-time position was lost. During the pandemic and remote working, the City replaced its annual employee appreciation event with a week long daily thanks from various levels of the organization. The City is one cohesive team that thrives in a collaborative and creative environment. We enjoy welcoming new employees to our team!



City of Newark
37101 Newark Boulevard
Newark, California 94560
www.newark.org

Human Resources Department
(510) 578-4267
hr@newark.org
Apply at www.CalOpps.org