



CITY OF SIMI VALLEY

Announcing an Outstanding Career Opportunity

Assistant or Associate Engineer



The Salary:

Assistant Engineer: \$75,726 - \$97,119 annually, plus excellent benefits; or
Associate Engineer: \$82,861 — \$106,395 annually, plus excellent benefits.

The Position:

Assistant Engineer performs detailed engineering design and land surveying; prepares AutoCAD drawings for Capital Improvement projects; assists in construction contract administration and fiscal control; coordinates various engineering special projects and studies; assists with the preparation and administration of assigned engineering section budget.

Associate Engineer supervises, assigns, reviews and participates in performing detailed engineering design, land surveying, and AutoCAD drawings for Capital Improvement projects; construction contract administration and fiscal control; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

Minimum Qualifications:

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

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering or a related field.

Experience: One year of related engineering experience is desirable for the Assistant Engineer; three years of increasingly responsible engineering experience is required for Associate Engineer.

Additional Requirements: Possession of, or ability to obtain, an appropriate, valid driver's license is required, and an Engineer in Training certificate is required for Associate Engineer.

The Ideal Candidate Will:

- Perform challenging, mid-level professional duties.
- Possess a strong engineering background with project management experience.
- Have experience in purchasing, contracts, bid estimation, & specification preparation.
- Possess understanding of process/issues with project planning & construction.
- Have performed designs for street widening, pavement, & drainage improvements.
- Have performed AutoCAD and/or GIS systems drawings for street improvements.
- Have performed field surveying and inspection for street improvements.
- Have performed engineering support for construction and maintenance of street improvement contracts.
- Possess experience with report writing.
- Be able to communicate effectively with the general public & staff.
- Be able to communicate effectively and respond to the contractors and utility companies.
- Have the ability to work autonomously and be able to multi-task.
- Possess the ability to investigate and track solutions.
- Be able to willing work and cooperate in achieving the project goal.

One position is currently available in the Public Works Department.

The City of Simi Valley is an Equal Opportunity Employer

Benefits:

- Retirement: CalPERS 2% @ 55 or 2% @ 62 defined retirement plan. Employees currently pay a 7% contribution.
- Medical: \$136/mo, plus up to \$2,040.18/mo in "Simiflex Dollars" (cash to offset the cost of health or other optional benefits).
- Dental: A PPO and HMO plan are available. Employee cost ranges from \$0 to \$52 per month.
- Vision: A plan is available for a cost of \$2.66 per month.
- Life Insurance: \$101,000 for employees and \$5,000 for each dependent is provided at no cost.
- Disability Insurance: Paid by the City.
- Retirement Health Savings Plan: \$200 per month.
- Deferred Compensation: 401(k) plan; the City will match employee contribution up to \$185.83 per month.
- Annual Leave (Vacation & Sick Leave): 227.5 hours/year - first five years; 267.54 after five years; & 279.5 after ten years.
- Holidays: 11 paid holidays per year (paid at eight hours each), as well as an 8-hour floating holiday.
- Alternative Work Schedule: Many City positions work a 9/80 schedule with alternative Monday or Friday off.

Optional benefits and tuition reimbursement are also available.

City of Simi Valley Human Resources

2929 Tapo Canyon Road

Simi Valley, CA 93063

www.simivalley.org

Questions? Contact Human Resources via e-mail at jobs@simivalley.org or call (805) 583-6743.

The provisions on this announcement do not constitute an expressed or implied contract, and any provision contained in this announcement may be modified or revoked at any time.

Application and Recruitment Process

The first **75 applications** will be accepted until **5 p.m., June 5, 2019.**

Apply online at www.Calopps.org.

Resumes are not accepted in lieu of the City's Application form. Employment applications and supplemental questionnaires must be complete, contain a minimum of ten years of experience (appropriately), and list gaps of employment.

Selection Process: Candidates who possess the best combination of qualifications will be invited to interview; an interview is not guaranteed.

Applicants seeking Veteran's Preference must submit form DD214.

Reasonable Accommodation: In compliance with the Americans with Disabilities Act, if you need special assistance in the selection process, please notify the Human Resources Division, in writing.



CITY OF SIMI VALLEY
Supplemental Employment Questionnaire
Assistant or Associate Engineer (Capital Projects)

This supplemental questionnaire is designed to obtain additional information about your education, training, and experience as it relates to this position. Please answer the following questions using a separate sheet of paper.

Answers to these questions may be evaluated and scored to determine the best qualified candidates to continue in the selection process. Be specific and thorough in answering the questions and do NOT indicate "See Resume" or "See Application". Applications submitted without responses or with limited responses may not be considered for this position. Please note all information provided on your application, including these questions, are subject to verification.

1. I have read and understand the instructions.
 - Yes
 - No
2. Please describe your experience with civil engineering calculations pertaining to street and drainage improvements including hydraulics, hydrology, surveying, grading, pavement, and retaining wall design. Include where (name of agency), when (dates), and duration (years and months) you gained this experience.
3. Describe your experience preparing plans using AutoCAD, and specifications and cost estimates for construction of streets and storm drain improvements. Include where (name of agency), when (dates), and duration (years and months) you gained this experience.
4. Describe your experience assisting with managing construction of capital improvement projects including reviewing construction claims, change orders, progress payment requests, shop drawings and submittals, etc. Include where (name of agency), when (dates), and duration (years and months) you gained this experience.
5. Do you possess a valid California Class C driver's license? ☐ Yes ☐ No
6. Do you possess a Engineering in Training (EIT) certificate? ☐ Yes ☐ No

Please sign and date the questionnaire and attach it to your completed City of Simi Valley application.

I declare the statements on this supplemental questionnaire are true and correct to the best of my knowledge.

Name (please print)

Name (signature)

Date