



We invite applications for the position of:  
**ASSISTANT/ASSOCIATE ENGINEER**  
Assistant Engineer - \$ 9,594.01 - \$11,438.22 per month  
Associate Engineer - \$10,552.23 - \$12,589.01 per month  
Plus a comprehensive benefits package

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## **The City of San Mateo invites your application for the Assistant/Associate Engineer opportunity!**

### **Why Join our City?**

The Public Works Department is comprised of Regulatory Compliance, Engineering, Field Maintenance, Facilities/Fleet, Wastewater Treatment, and Asset Management Divisions. Each division is led by one of two Deputy Directors, who report to the Director of Public Works. The department is responsible for the City's major capital projects and infrastructure including streets, street lights, traffic signals, publicly owned facilities, sewer and storm conveyance systems, wastewater treatment plant, pump stations, a major lagoon, dams, and levees; as well as solid waste and environmental programs. The City of San Mateo wastewater treatment facility and collection system are undergoing major renovation projects over the next five years valued over \$100 million dollars through the Clean Water Program. The Department is responsible for regulatory compliance related to Stormwater, Pretreatment, Green Infrastructure, and other environmental programs, as well as public outreach to raise awareness to the general public and other stakeholders about these issues.

The Public Works Department is committed to high performance standards, utilizing best practices relative to performance management and team-oriented approaches. Our mission is to enhance the community and its environment by providing sustainable stewardship and innovative approaches to Public Works services.

Look to some of the reasons why the City of San Mateo is a great place to work:

[https://www.youtube.com/watch?v=\\_GTIzeSpc\\_g](https://www.youtube.com/watch?v=_GTIzeSpc_g)

### **What You'll Do**

This position will perform professional engineering work in the design, investigation, and construction of public works and related projects; to act as project manager in assigned capital projects; and to do related work as required.

Assistant Engineer - This is the journey level class in the professional engineering series not requiring registration. Positions in this class are normally filled by advancement from the lower class of Junior Engineer. Incumbents of this class perform the moderately difficult professional engineering work. Assistant Engineers are normally considered to be on a continuing training status and as assigned responsibilities and breadth of knowledge increase with experience and registration is received, may reasonably expect their positions to be reassigned to the next higher class of Associate Engineer. The Assistant Engineer position receives general supervision from higher level professional engineers and may exercise technical or functional supervision over technical engineering staff.

Associate Engineer - This is the journey level class within the professional engineering series and highly encourages professional engineering license registration. Employees within this class are distinguished from the Assistant Engineer by the greater complexity of the assignments received and by the greater independence with which an incumbent is expected to operate. Incumbents are expected to complete complex engineering assignments requiring the use of judgment and initiative in developing solutions to problems, interpreting general policies, and determining work assignments. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Positions in the class are flexibly staffed and are normally filled by advancement from the lower

class of Assistant Engineer, or when filled from the outside, require prior advanced technical or professional engineering work experience. This position receives direction from higher level engineering staff. It may exercise technical supervision over lower-level staff within the work unit and exercises technical or functional supervision over technical engineering staff.

Depending upon assignment, duties may include, but are not limited to, the following:

- Design and prepare plans and specifications and cost estimates for public works projects including pumping stations, streets, storm drains, sewer lines, and related projects.
- Research project design requirements: perform complex calculations and prepare estimates of time and material costs.
- Design and prepare plans and specifications for the installation of traffic signals, traffic control devices, and street lighting systems.
- Review field projects being studied, designed, or constructed.
- Assign routine investigation, design and drafting tasks to technical subordinates, request survey, mapping and data collection; review completed work; assist in the solution of difficult problems.
- Research publications and industry information sources to remain current with modern developments, principles, and procedures.
- Develop revised design and construction standards for public works structures and appurtenances.
- Investigate field problems affecting property owners, contractors, and maintenance operations. Prepare estimates and feasibility reports for new or modified services and structures.
- Design and maintain spreadsheets and databases on mainframe and personal computers; write and maintain special programs on personal computers.
- Fully utilize the computerized work systems in accordance with workflow processes.
- Participate in the planning, checking, review, and processing of plans for private developments affecting city streets, sewers, drains and related public works facilities and ensure that they meet all City-imposed requirements; analyze materials and design data submitted to the City.
- Prepare special engineering studies and reports.
- Prepare various applications for state and federal grants.
- Administer and enforce City Codes and standards on engineering projects.
- Determine conformance of parcel and subdivision maps and improvement plans to City requirements; maintain status of parcel and subdivision maps.
- Serve as staff to a variety of City commissions, boards, and committees on public works or traffic engineering matters.
- Coordinate public works activities with other City departments, divisions, and sections and with outside agencies.
- May supervise and train professional and technical staff.
- Provide staff assistance to the Department Head or Division Manager, including special projects, complex project management, reports, prepare staff reports, and represent the City at City Council meetings.
- Maintain current knowledge of new trends and innovations in the professional fields, participate in professional groups.
- Research, negotiate, manage select and monitor contracts with vendors.
- Advise the public or other city staff in processing transactions in the area his/her professional expertise or maneuvering city policies or responds to inquiries and requests by public, departments, press, or other department staff.
- Develop and/or deliver high level materials, trainings, or presentations widely disseminated to the City or the public.
- Manage large scale projects that span long time horizons and require high level expertise. Process city transactions.
- Perform other duties as assigned.

For a complete list of duties, reference our job specifications at <https://www.cityofsanmateo.org/>

## What You Need

### For the Assistant Engineer:

In addition to the qualifications for Junior Engineer, you possess knowledge of the principles and practices of engineering as applied to public works, utilities or building construction projects.

You possess the ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; learn and apply pertinent Federal, State, and local policies, procedures, laws and regulations; and use and care for engineering and drafting instruments and equipment. Possession of an Engineer-in-Training Certificate.

### For the Associate Engineer:

In addition to the qualifications for Assistant Engineer, you possess knowledge of engineering policies and procedures; principles of supervision and training; and pertinent Federal, State, and local laws, codes, and regulations.

You possess the ability to make complex engineering designs and computations and prepare engineering plans and studies with minimum supervision; perform complex professional engineering work with a minimum of supervision; ensure program compliance with Federal, State, and local policies, procedures, laws, and regulations; and supervise and train subordinates.

## What You Bring

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

### Assistant Engineer:

- One year of experience in professional engineering work in the area of assignment.
- Possession of an Engineer-in-Training Certificate.

### Associate Engineer:

- Two years of professional engineering experience comparable to that of an Assistant Engineer in the City of San Mateo for engineers with a valid Professional Civil Engineer license in California; OR
- Four years of professional engineering experience comparable to that of an Assistant Engineer in the City of San Mateo for engineers without a valid Professional Civil Engineer license in California.

## Bonus Points (*highly desirable*)

- Experience working for a municipal / local government agency
- Capital Improvement Project experience
- Design Experience
- Construction management experience
- Regulatory agency permitting experience
- Registered Professional Civil Engineer with the State of California

## What We Offer

- *Salary: Assistant Engineer - \$ 9,594 - \$11,438 per month; Associate Engineer - \$10,552 - \$12,589 per month*
- Comprehensive benefits package including generous paid leave and health benefits
- CalPERS retirement 2% @ 55 for classic members; 2% @ 62 for new members. Classic employees contribute 7.96% to
- CalPERS and New members contribute 6.75% to CalPERS with participation in the Social Security Program
- Retirement Health Savings Account: City contribution of 1% of base salary

- Deferred Compensation: City will contribute up to 0.5% of base salary and match up to 0.5% of base salary
- Free Fitness classes through City of San Mateo Parks and Recreation, Employee Assistance Program and Credit Union Membership
- Bilingual Diff: \$195 monthly (if applicable)
- Employee housing loan up to \$7,500 for home purchase or rental move-in assistance in the City of San Mateo.
- This classification is represented by the San Mateo City Employees' Association General Unit.

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

Submit an online application, résumé (required), and supplemental questionnaire at <https://www.calopps.org/city-of-san-mateo> or to the Human Resources Department, City of San Mateo, 330 W. 20th Avenue, San Mateo, CA 94403, (650) 522-7260.

### **Application Deadline:**

Recruitment will close on May 8, 2025, at 5:00 p.m. or sooner. **APPLY NOW.**

### **Examination Process:**

All applications, résumé (*required*) and supplemental questionnaires received will be reviewed for minimum qualifications. A fully completed application is required; a résumé does not replace the information required on the employment application, including work history. Applications with "see résumé" as a substitution for the work experience description, those with none or unclear current/past employment information, or those with insufficient information to evaluate possession of minimum qualifications will not be considered; missing information cannot be assumed. A limited number of the most highly qualified applicants will be invited to participate in the examination process, which may consist of an oral panel interview, written exercise, or in the form of a practical demonstration of skill and ability, or any combination of these; **a Zoom oral panel interview is tentatively scheduled for Thursday, June 5, 2025.**

An employment list will be established for those who pass the examination process. Current and future vacancies may be filled from this list. The list will remain in effect for at least six months with the possibility of an extension for an additional six months. Once placed on an employment list, and at the time a vacancy occurs, eligible candidates may be contacted by the hiring department and scheduled for additional department interviews.

**Date posted:** April 3, 2025

**Note:** The City of San Mateo reserves the right, at its discretion, to limit the number of qualified candidates invited to the selection process. **ALL RESPONSES WILL BE CONDUCTED VIA THE EMAIL ADDRESS PROVIDED IN YOUR ONLINE APPLICATION.** Therefore, it is imperative that you provide an email address to which you have access, and it is recommended that you frequently check your email for notices from: [sanmateo@CalOpps.org](mailto:sanmateo@CalOpps.org).

### **Fine Print**

Prior to hire, candidates will be required to successfully complete a pre-employment process, including a driving record review, reference check, and Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background checks. A conviction history will not necessarily disqualify an applicant from appointment. The policy of the City of San Mateo is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, age, religion, ancestry, physical or mental disability, sexual preference, marital status, or national origin. It is the intent and desire of the City of San Mateo that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms and conditions of employment. In compliance with the Americans with Disabilities Act, applicants requiring accommodations for any part of the testing or recruitment process must notify [lcoles@cityofsanmateo.org](mailto:lcoles@cityofsanmateo.org) or (650) 522-7264 seven (7) days in advance of the application filing deadline, or the exam date if the exam is continuous, for the part of the process requiring accommodations. Do not upload any documents related to your request for accommodation in CalOpps. The City of San Mateo complies with employment provisions of the Americans with Disabilities Act.

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**CITY OF SAN MATEO  
ASSISTANT / ASSOCIATE ENGINEER**

**Supplemental Questionnaire**

*Please provide answers to the following questions, limiting your response to one (1) page each. Responses to the supplemental questions will be used in the selection process. Usage of Artificial Intelligence (AI) software (e.g., ChatGPT) is not acceptable. Neatness, clarity of expression, grammar, spelling, and ability to follow instructions will be considered in evaluating your responses. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position; do not put "see resume" or copy parts of resume/work duties as a response. (Questionnaire responses must be submitted with the employment application.)*

1. Describe your project management and construction management experience as it pertains to capital improvement project delivery. If none, please write "N/A."
2. Describe your experience (whether public or private) with permitting services such as building permits, encroachment permits, utility permits, etc. from either federal, regional, or local agencies.
3. Describe your experience with preparing and presenting reports and other correspondence to councils, commissions, committees, boards, neighborhood organizations, or academic groups.
4. Describe your customer service experience as it pertains to working with project stakeholders and interested parties in either a professional or academic setting.