ASSISTANT ENGINEER

SALARY: $6,643.38 - $8,075.06 PER MONTH
FINAL FILING DATE: THURSDAY, OCTOBER 19, 2017

JOB SUMMARY:
Under general supervision, performs basic professional and technical engineering work involving engineering public works, private development, water, street, storm drain, sewer construction, maintenance, and traffic signal projects; assists in reviewing grading plans, collecting field data issuing permits, using computer-aided design and drafting software to prepare and update maps and plans; and does related work as required.

ESSENTIAL FUNCTIONS:

- Analyzes grading plans for conformance with development standards, codes, and departmental policies.

- Conducts preliminary analyses for specific elements of capital project projects and improvement plans, such as making engineering calculations, costing materials and labor, determining engineering permit fees, and identifying steps in projects such as streets maintenance plans, traffic control installations, public facility layouts, and other design and construction documents.

- Prepares, researches, and updates design and detail drawings and perspectives, and parcel, tract, and location maps involving land sites, public infrastructure, and improvements using computer-aided design and drafting software.

- Collects field data related to public rights-of-way and traffic control plans for public and private projects; participates in taking measurements, and verifying physical site measurements, soil conditions, irrigation controls, and locations of public improvements.

- Investigates and responds to public service requests, inquiries and complaints related to City infrastructure and traffic problems.
• Assists in calculating plan check and development fees; sends out and monitors status of proposal and plan check review packages.

• Assists in the preparation of requests for proposals for professional services and contract documents; coordinates communications with staff, other agencies, consultants, contractors, and the general public.

• Reviews engineering plans, construction documents, change orders, and material specifications for conformance with contract requirements and City and County standards and regulations in working with developers and contractors.

• Conducts inspections to assure proper installation of grease traps, interceptors, and best management practices and issues FOG (Fats, Oils, and Greases) environmental permits.

• Investigates complaints from public and staff regarding violations of environmental standards, water quality, and NPDES regulations.

• Tabulates and analyzes traffic counts, prepares street specifications, and provides or reviews data provided in traffic studies.

• Responds to inquiries and provides mapping, structural, and engineering information to developers, contractors, utility companies, and the general public as well as other public entities in cooperatively funded or joint projects and programs.

• Assists in the preparation of applications for grant funding.

QUALIFICATION GUIDELINES:

Education/Training/Experience:
Bachelor’s degree from an accredited four-year college or university with a major in Civil Engineering or a related field is required. One year of professional civil engineering experience is highly desirable, preferably including municipal experience involving public works projects and the use of computer-aided design and drafting software programs.

Licenses/Certificates/Special Requirements:
Valid Class C California driver's license, acceptable driving record, and evidence of insurance is required. Engineer-In-Training (E.I.T.) certification from the California State Board of Registration for Civil and Professional Engineers is desirable.

Probationary Period:
A probationary period of six (6) months must be served by each employee.

Knowledge of:
Theory and principles of municipal civil and structural engineering design; public works construction practices; National Pollution Discharge and Elimination System (NPDES) regulations and Fats, Oils, and Grease (FOG) federal regulations and local enforcement standards; surveying methods; strength, properties and uses of construction materials
and cost estimation practices; engineering cost calculation techniques; traffic control and planning procedures; customer service techniques.

**Ability to:**
Draft engineering plans, specifications, and reports; prepare engineering calculations and cost estimates related to public works and capital improvement projects; prepare and evaluate engineering data; organize and prioritize tasks to meet deadlines; prepare and update drawings, maps, notes, correspondence and other written materials; conduct and use surveying and traffic counting tools and equipment; interpret and apply engineering and environmental standards and regulations; communicate effectively, both orally and in writing; establish and maintain effective working relationships with staff, management, utility representatives, contractors, architects, and developers; operate computer equipment and use computer-aided design, mapping, spreadsheet and word processing programs.

**PHYSICAL AND MENTAL DEMANDS:** The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**
While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms above and below shoulder level. The employee uses finger dexterity in order to operate computer hardware for extended periods of time. The employee is required to constantly sit and occasionally walk and stand to access counters, work areas and files; stoop, kneel, or crouch to access or place records or files; lift and carry records and documents, typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**
While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with staff, management, developers, contractors, consultants, and the general public.

**Work Environment**
The employee typically works in both office and field settings. Within the office, the noise level is frequently quiet or moderately quiet. In the field, the employee is occasionally exposed to loud construction machinery noise at job sites. Frequent driving is required to perform field inspections of land use development, construction sites, and public facilities and the employee is subject to variable traffic and variable weather conditions.
**SELECTION PROCEDURE:** Please visit www.CalOpps.org to submit your application on-line. However, if you are unable to complete your application on-line a printable version of our employment application may be downloaded from our website at www.sealbeachca.gov. Applications can also be obtained from the Human Resources Department, Seal Beach City Hall, 211 8th Street, Seal Beach, California 90740 or by calling (562) 431-2527 x1301. Faxes, emails or postmarks will not be accepted. Appointment is subject to any or all of the following: pre-employment medical, including substance abuse screening, polygraph and fingerprint processes as well as background investigation. If selected, incumbent will be required to submit written identification proving eligibility to work in the United States.

Any qualified individual with a disability must provide reasonable notice to the City prior to the testing process that reasonable accommodation is required.

**BENEFITS:** The City of Seal Beach offers its employees an excellent benefit package:

**Retirement:** Employees are covered under the California Public Employees' Retirement System (PERS). Existing PERS “Classic” members or a reciprocal California public pension plan as of December 31, 2012 are eligible for the 2% @ 55 retirement formula. New employees/members hired on or after January 1, 2013 as defined by the Public Employees’ Pension Reform Act (PEPRA) shall be eligible for the 2% @ 62 retirement formula.

**Deferred Comp:** The City contributes $40 per payroll period to an ICMA 457 deferred compensation program on behalf of employee.

**Vacation:** 80 - 160 hours per year based on years of City service.

**Sick Leave:** One (1) eight (8) hour day per month of service.

**Holidays:** 12 Holidays per year.

**Administrative Leave:** 16 hours

**Insurance:** The City provides a comprehensive insurance program for all full-time employees, including health, dental, vision, life and disability plans. The City also provides for the employee's dependent health insurance. The Holman Group, an employee assistance program, is available to employees and their families for confidential, short-term counseling.

**Life Insurance:** City contributes 100% towards $50,000 group term life insurance.

**Tuition Reimbursement:** Reimbursement is capped each calendar year at the rate of the California State University system for up to 2 semesters of full-time undergraduate enrollment.

**Section 125 Plan:** Allows employee to set aside funds to cover medical and dependent care expenses (pre-tax dollars).