



Apply to join the Redwood City team as an:

## ASSISTANT ENGINEER I/II

\$93,888 - \$114,144 Annually (I)

\$103,272 - \$125,556 Annually (II)

Accepting applications through January 19, 2021 at [www.calopps.org](http://www.calopps.org)

### Why join the Redwood City team?

Diverse. Goal-Oriented. Vibrant. Flexible. These would all be associated with your work in our dynamic community and on our high-performing team. We offer a wide range of meaningful career opportunities with potential for growth, training and development, competitive salaries, flexible work schedules, paid time off, and robust benefits. The Redwood City team is guided by the [core values](#) of excellence, integrity, service and creativity. Inherent in these values is a great organizational culture based on trust, strong and supportive leadership, respect, risk-taking, empowerment, and effective communication. The community is known for its inclusivity, strong engaged neighborhoods, and civic pride. The City works diligently to maintain positive and productive relationships with community partners, together providing outstanding services, programs and opportunities for residents and businesses. This mix of tradition and progress, community and diversity, makes Redwood City an extraordinary place to work and call home. If you're looking to grow your career as a part of a hard-working and fun Community Development team that fosters innovation, creativity and collaboration, we hope you'll apply.

### About the role:

The current opening is in the Engineering and Transportation Division of the Community Development Department, and provides an excellent opportunity for an entry level or journey level civil engineer seeking variety and challenge. Please review the detailed job description for the Assistant Engineer I/II [here](#), which includes more information on the duties and essential knowledge, skills, and abilities for this position. This position will be filled at either the I or II level, depending on the experience and qualifications of the selected candidate.

### What you'll do, at a glance:

- Work on wastewater infrastructure, and work on other utilities and facilities, including storm water drainage, potable water and recycled water systems; and lagoons and levees.
- Review and recommend multi-year capital improvements for the updated Comprehensive Sanitary Sewer Master Plan.
- Design and oversee design for pipeline replacement and rehabilitation projects.
- Review and oversee design for pump stations improvement projects.
- Act as the resident engineer during construction of infrastructure improvement projects.
- Review development projects and impacts to utilities.
- Serve on a team for civil engineering design and construction projects of moderate size and complexity.
- Investigate field problems affecting property owners, residents, contractors, and maintenance operations.

### What you'll bring to the table:

- A combination of experience, training and education that has prepared you to have the knowledge and abilities to succeed in this position. Examples of potential backgrounds include:
  - Graduation from an accredited four-year college or university with major coursework in civil engineering or closely related field.
  - Assistant Engineer I: No experience required; Assistant Engineer II: Two years of engineering experience.
- Possession of, or an ability to obtain, a valid California Driver's License.

### Ideal candidates will have a record of demonstrating the following:

- **Creative Problem-Solving and Innovative Thinking** – Evaluating past practices and best practices; developing creative and innovative solutions that improve outcomes and promote efficiency; implementing and managing change.
- **Technical Competency** – Ability to prepare reports and to perform engineering design calculations; Understanding of Federal and State regulations and permitting requirements related to municipal utilities.
- **Planning and Organizing** – Establishing courses of action for self and others to ensure that work is completed efficiently and accurately.
- **Interpersonal Communication** – Developing and maintaining effective working relationships with others; relating well to people from varied backgrounds and in different situations.
- **Continuous Learning and Self-Development** – Actively identifying, creating and participating in learning opportunities; using newly gained knowledge on the job and learning through its application.

## Perks & Benefits:

- **Health Insurance for you and your family** – Choose from a range of HMO, PPO and EPO options. The City pays 95% of the premium, up to \$1873.84 per month in 2021.
- **Dental and Vision Insurance** – The City pays 95% of the premium for employees and dependents
- **Pension membership in the [California Public Employees Retirement System \(CalPERS\)](#)** – New members join 2% at age 62; current members join 2% at age 60. For those unfamiliar with PERS:
  - It's the largest retirement pension system in the United States.
  - When you retire, PERS pays you a percentage of your salary for the rest of your retirement.
  - Your retirement benefit is based on your retirement age, years of service, highest salary, and other factors.
  - You don't have to stay with one employer for your entire career in order to keep earning towards your pension. There are nearly 3000 employers in California who participate in PERS, including a majority of California public agencies, school districts, charter schools, and the State of California.
- **Generous Paid Time-Off**
  - Vacation leave – 10 to 25 days per year, depending on years of City service
  - Sick leave – 12 days per year
  - Paid holidays – 17 days per year
  - Total paid time off (categories above combined) – 39-54 days per year
- **Bereavement Leave** – May take up to 3 consecutive work days, or more if travel over 300 miles is required.
- **Telework and Employee Safety amidst COVID-19** – The City is working remotely during COVID-19, and will continue to do so for the foreseeable future. If there are particular tasks that require your physical presence in the office, the City practices safety measures to minimize exposure.
- **Flexible Work Schedules & Telework** – The City supports flexible or alternative work schedules and partial teleworking as business needs permit, even when we're not in a pandemic.
- **Free Fitness Center Access at City Facilities**
- **Flexible Spending Account (Section 125)** – Use pre-tax dollars to pay for health insurance premiums, dependent care, medical expenses and commuter expenses.
- **Commuter Benefits** – City matches up to \$100/month on commuter expenses and gift cards rewards for public transit use.
- **Free Employee Parking**
- **Downtown Office** – Bright, spacious office located in Redwood City's vibrant downtown, with restaurants, shops and other amenities nearby.
- **City Hall within walking distance to Caltrain station** (6 minutes)
- **Education Reimbursement Program** of \$1,500 annually. \$1,500 may be used for courses taken as a part of a degree program. Up to \$750 may be used for job-related professional development classes outside of a degree program.
- **Life Insurance** – The City pays the full cost of the Basic Life Insurance. Policies available equal to one and one-half times the employee's annual salary, at a 60/40 premium split between the City and employee respectively.
- **Long Term Disability Insurance** – The City pays the full cost of the basic rate, up to a \$3,000 maximum monthly benefit. A buy-up option paid by the employee is available, for a total maximum monthly benefit of \$6,000.
- **Learning and Development Program** – The City fully supports professional development and offers a variety of classes and seminars for our staff to continue to learn and grow.

## Interested in joining the Redwood City team?

**Submit your application via [www.CalOpps.org](http://www.CalOpps.org) by 11:59 pm, Tuesday, January 19, 2021**

*Grow your career in public service while making an impact on the community.*

## The Fine Print

- Applications and the supplemental questionnaire will be **reviewed on a continuous basis** for completion, relevant education, experience, training and other job related qualifications. Those who best meet the qualifications and requirements for the position will be invited to participate in the selection process. Due to COVID-19, interviews will be conducted via Zoom.
- Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including criminal history and a DMV check.
- Candidates with a disability which may require special assistance in any phase of the application or selection process should advise HR prior to or upon submittal of application by contacting Lucy Fung, HR Analyst, at [lfung@redwoodcity.org](mailto:lfung@redwoodcity.org)
- Questions? Read hiring process [FAQs](#), or reach out via email to [lfung@redwoodcity.org](mailto:lfung@redwoodcity.org).
- Provisions in this document may be modified or revoked without notice.
- Redwood City is an Equal Opportunity Employer.

### **Supplemental Questions**

Supplemental questions help us evaluate your qualifications for this position. Applications without answers will not be considered complete.

1. We want to understand your qualifications for the position of the Assistant Engineer I/II with the City of Redwood City. Please describe your professional experience, education, training, knowledge, skills and/or abilities that have prepared you for this position.
2. Describe your project management skills and experience. How did you apply these skills to a project that you have managed?
3. Describe your engineering experience working in the areas of municipal utilities, storm water drainage, potable water supply or wastewater collection systems. (Please note: experience is not required for an Assistant Engineer I position, so if you do not have an answer for this question, we still encourage you to apply – just enter n/a in the comment field).