



City of Oakland

Assistant Engineer I (Office) (Open) (Continuous)

SALARY	\$7,633.23 - \$9,370.08 Monthly \$91,598.76 - \$112,440.96 Annually	LOCATION	Oakland, CA
JOB TYPE	Full Time	JOB NUMBER	21-ET111-06
DEPARTMENT	Oakland Public Works Department	OPENING DATE	11/01/2021
CLOSING DATE	Continuous	FLSA	Non-Exempt
BARGAINING UNIT	TF1		

The Position

The City of Oakland is an equal opportunity employer that values workforce diversity, inclusion, and equity. Oakland has a long history of activism around issues of justice and equity. Both oppression and this resistance to oppression have shaped the city's historical roots and the lives of its residents to this day. As public servants to one of the most diverse cities in the nation, we strive to develop employees who understand the harm and impacts of systemic inequity to create lasting, meaningful outcomes for everyone. Oakland strives to establish an environment that embraces the richness of culture, community, and individualism of employees.

The City of Oakland is currently recruiting to fill five (5) Assistant Engineer I (Office) vacancies within the Department of Transportation and the Oakland Public Works Department. The ideal candidate will work in a dynamic environment performing technical and non-technical reviews of building structures for compliance with state laws and local regulations, as well as possess basic knowledge of civil/structural engineering principles; excellent written and verbal communication skills; and works well in both a team and individual setting.

Oakland is experiencing an emerging urban renaissance of great significance. The appeal of living, working, and recreating in Oakland continues to draw new residents and a wider range of employers. Oakland is poised to experience continued growth and a corresponding upward demand for City services. Your work in this position will have an immediate impact on the City operations.

Under immediate supervision in the Oakland Public Works Department (OPW), the Planning and Building Department (PBD) or the Department of Transportation (DOT), an Assistant Engineer I (Office) performs routine civil engineering work; plans and designs street, storm, sewer, traffic systems, and other public works projects; may act as resident engineer on small construction projects; reviews engineering reports, drawings and calculations for buildings structures and public infrastructure while performing plan check; may receive technical direction from Assistant Engineer II; and performs related duties as assigned.

This is an entry level classification in the professional engineering series. Incumbents typically have a bachelor's degree in Civil Engineering and limited related work experience. Assignments are generally limited in scope and are performed within an established procedural framework. Incumbents have working knowledge of various aspects of civil engineering in the planning and design of street, storm, sewer, and traffic systems and building codes. Assistant Engineer Is are responsible for routine office or field projects and are expected to direct them to completion. This classification can be distinguished

from Assistant Engineer II in that the latter performs the full range of engineering duties, may act as resident engineer for medium to small sized construction projects, and requires an Engineer-in-Training certificate. An Assistant Engineer I may be assigned to work in the following areas: design, construction, engineering/land use, and plan check.

The incumbent receives immediate supervision from a Civil Engineer, Supervising Civil Engineer, Transportation Engineer, Supervising Transportation Engineer, Senior Transportation Planner or Transportation Planner III.

The eligibility list established from this recruitment may be used to fill other vacancies that occur within the City including full-time and permanent part-time positions, if applicable.

Flexible Staffing: This classification has been designated for flexible staffing. Incumbents in the Assistant Engineer I classification may be eligible to advance without formal examination to the Assistant Engineer II classification in accordance with established City flexible staffing policies and procedures.

This recruitment may close without notice once a sufficient number of applications have been received.

* Click on the link below to see a video on what it's like to work for the City of Oakland!

[Working for the City of Oakland](#)

Examples of Duties

Duties may include, but are not limited to the following:

- Perform routine design duties of a limited nature on a wide variety of public works projects including street, storm, sewer, and traffic systems as well as review of building structures for compliance with state laws and local regulations.
- Participate in the preparation and review of plans and specifications; prepare quantity and cost estimates.
- Assist resident engineer on large public works construction projects or may act as resident engineer on small construction projects.
- Prepare routine technical and non-technical reports and correspondence; prepare daily progress and final reports when assigned to field duties.
- Participate in the preparation and review of conditions of approval for private subdivision mapping and other related projects.
- Drive a vehicle to work site; may be required to walk uneven surfaces, climb ladders or crawl into closed areas to perform site inspections, take measurements or other field duties; protective wear such as hard hat and boots may be required.
- Operate a computer to perform computer aided design and may sit or stand for periods of time depending on assignment.

Minimum Requirements for Application

Any combination of education and experience that is equivalent to the following minimum qualifications may be acceptable.

Education:

A Bachelor's degree in Civil Engineering from a college or university accredited by the Accreditation Board of Engineering and Technology

OR

A degree in civil engineering from a non-accredited college and possession of an Engineer-in-Training (EIT) certificate.

Experience:

None required.

License or Certificate / Other Requirements:

Successful incumbents in this position are expected to operate automotive vehicles in the performance of assigned duties. Due to the nature of the assignment and the hours worked, public transportation may not be a cost effective or efficient

method for traveling to the various locations required. Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

FLEXIBLE STAFFING

Incumbents in the Assistant Engineer I classification are eligible to promote to the Assistant Engineer II classification in accordance with established City policy related to flexible staffing.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Civil engineering principles and practices and their application to municipal public works and design of building structures.
- Design principles, strength of materials and stress analysis required in planning public works construction projects and their applications to building structures.
- Construction principles including survey, inspection, and engineering methods and materials; surveying methods and techniques.
- Principle and practices of designing and drafting, including the use of computer aided design.
- Computer systems and software applications.

Ability to:

- Prepare accurate plans, specifications, cost estimates and engineering reports; to make accurate engineering computations; analyze and evaluate design drawings and specifications.
- Learn and apply established principles and practices of municipal civil engineering and building codes and regulations.
- Write clear, concise, and accurate technical and non-technical reports, correspondence, and memoranda.
- Communicate effectively and establish and maintain effective working relationships with those contacted in the performance of required duties.
- Utilize computer systems and software applications.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

Supplemental Information

The Selection Process

Stage I: The first stage in the selection process will consist of a review of each applicant's employment application, copy of the Engineer-in-Training (EIT) certificate and/or the unofficial college transcripts from an accredited college or university, and supplemental questionnaire for minimum qualifications (weighted pass/fail). Be sure to scan and attach a copy of your Engineer-in-Training (EIT) certificate and/or your unofficial college transcripts from an accredited college or university to your online application. **Applications submitted without all required materials will not be given further consideration.**

Candidates who demonstrate that they meet the minimum qualification requirements are then invited to participate in an assessment process (or testing) to measure their knowledge, skills, and abilities in job-related areas.

Candidates who do not demonstrate that they meet the minimum qualification requirements will have an opportunity to request a final review. Candidates must request a final review within 5 business days of being notified that they did not meet the minimum qualifications.

In the final review, candidates may clarify information already provided on their application. No additional work history, education, or certifications will be accepted. Any decisions made during this review process will be final.

Stage II: The second stage will consist of subject matter experts evaluating and rating the completed supplemental questionnaires. Applicant responses to the supplemental questions must demonstrate the knowledge, skills and abilities listed in the qualifications section of this announcement. The evaluation of supplemental questions may be weighted 100% of an applicant score (before residency, seniority and/or veteran points, if applicable) and may determine rank on the eligible list. If a sufficient number of quality application packets are received, the supplemental screening may be followed

by a third stage and the most qualified applicants will be invited to the next stage. Meeting the minimum qualifications does not guarantee advancement to Stage III.

Stage III: The third stage may consist of an oral examination that may be preceded by a brief written exercise (weighted 100%) that will test the knowledge, skills and abilities listed in the qualifications section.

The ranked eligible list may be developed directly from the supplemental screening OR the results of Stage III. Candidates must earn a scale score of 70 in this examination process to be placed on the eligible list for employment consideration. **This is a continuous recruitment; additional names of successful candidates may be added to the eligible list periodically; candidates' names will be merged onto the existing eligible list and referred to hiring departments according to rank. Candidates who are on an active eligible list may not re-apply for the duration of the eligible list.**

Applicants are required to submit criminal history information upon request after receiving a conditional offer of employment. If the requested information is not furnished in a timely manner, applicants will not qualify for further consideration and will be removed from the eligible list.

The City of Oakland reserves the right to modify the selection process and date of examination as necessary to conform to administrative or business necessity. The information contained in this announcement is subject to change and does not constitute either an expressed or implied contract.

How to Apply

Apply prior to the closing time of the job announcement and allow at least two to three hours to submit your application if you are a new user on the system. **APPLICATIONS ARE ACCEPTED ONLINE ONLY.** You may apply and view current openings by visiting our employment opportunities webpage at: <http://agency.governmentjobs.com/oaklandca/default.cfm>.

If you do not have access to a computer, there are computer stations available at any City of Oakland Public Library. There are also work stations at the Human Resources Management Department, 150 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA 94612. Work stations are available during regular business hours (normally 9:00 a.m. to 5:00 p.m.). **Due to current events and pandemic-related safety concerns, City facilities may be closed to the public.**

Our on-line application system is provided by NeoGov. If you have problems while applying online, please contact NeoGov's Live Applicant Support at (855) 524-5627 between 6:00 AM and 5:00 PM Pacific Time, Monday - Friday. You may also call the City of Oakland Human Resources Management Department during regular business hours at (510) 238-3112 for information; however, we are unable to provide technical support for the online application system.

Date of Examination:

TBD

The City of Oakland is an EEO/ADA Employer.

The City complies with all Federal, State and local laws mandating Equal Employment Opportunities. All qualified applicants will be considered in accordance with applicable laws prohibiting discrimination on the basis of race, color, religion, national origin, ancestry, sex, gender, age, veteran status, disability, marital status, gender identity, or sexual orientation.

Agency

City of Oakland

Address

150 Frank H. Ogawa Plaza - 2nd Floor

Oakland, California, 94612

Phone

(510) 238-3112

Website

<http://www.oaklandca.gov/>

Assistant Engineer I (Office) (Open) (Continuous) Supplemental Questionnaire

***QUESTION 1**

REQUIRED DOCUMENT: Applicants must scan and attach a copy of your Engineer-in-Training (EIT) certificate and/or your unofficial college transcripts from an accredited college or university to qualify for participation in the recruitment process. I understand and acknowledge that my application will be considered incomplete if I do not attach the required document.

- Yes
- No

***QUESTION 2**

Be sure to answer the supplemental questions thoroughly and accurately. Applicants are responsible for clearly, completely, and accurately identifying their qualifications. The rating of the supplemental questions may determine your application status and/or rank on an eligible list. I have read and understand the statement above concerning submission of supplemental responses.

- Yes
- No

***QUESTION 3**

Please clearly and thoroughly state how your education and experience meet the minimum qualifications for this position.

***QUESTION 4**

Acting assignments: If you have served in an Acting assignment that you would like considered as experience towards the minimum qualifications requirement, please list the Acting assignment(s) separately in the "Work experience" section of your application. For each Acting assignment, the description must include the Acting job title (use the word Acting as part of the job title), dates and hours served, and duties performed. I understand the above statement and will list any Acting assignments separately in the "Work experience" section of my application form.

- Yes
- No

***QUESTION 5**

Please indicate if you have a Bachelor's Degree in Civil Engineering either from an accredited or non-accredited college and university.

- I have a Bachelor's degree in Civil Engineering from a college or university ACCREDITED by the Accreditation Board of Engineering and Technology and I have attached an unofficial copy of my college or university transcripts to my application.
- I have a Bachelor's degree in Civil Engineering from a NON-ACCREDITED college or university.
- I DO NOT have a Bachelor's degree in Civil Engineering.

***QUESTION 6**

I understand that if my degree in civil engineering is from a non-accredited college, a copy of an Engineer-In-Training certificate must be scanned and attached to my online application. If the certification is not attached, I will be screened out from further consideration.

- Yes, I understand. My Bachelor's degree in Civil Engineering is from a non-accredited college or university and I have attached a copy of my Engineer-In-Training certificate.
- My Bachelor's degree in Civil Engineering is from an accredited college or university and the certification is not required.

I DO NOT have a Bachelor's degree in Civil Engineering.

***QUESTION 7**

Describe a school or internship project that you completed or one in which you participated that prepared you for a Civil Engineering profession.

***QUESTION 8**

Describe your computer hardware and software experience including word processing, spreadsheets, engineering analysis, computer aided drafting and design (CADD) and Geographic Information System (GIS). Explain what tasks you performed using the software.

***QUESTION 9**

Describe your experience writing technical and non-technical reports. Include the subject and purpose of the report.

***QUESTION 10**

Provide an example where you encountered an issue or faced a challenge while working on a school or internship project. Include a detailed description of the issue or challenge and how you handled the situation.

***QUESTION 11**

The City of Oakland offers career opportunities to work in various fields, such as sanitary sewer design, storm water management, roadway design, traffic engineering, construction management and building code compliance. Describe in detail which field(s) you would prefer to work in and why.

***QUESTION 12**

Answers to the above supplemental questions **MUST** be supported by information contained in the "Education" and "Work Experience" sections of this application. Answers not supported by information contained in the "Education" and "Work Experience" sections of this application will **NOT** be considered. I have read and understand this statement.

Yes

No

* Required Question