



245 E. Bonita Avenue, San Dimas California 91773-3002  
www.sandimasca.gov

## **ASSISTANT ENGINEER**

**Public Works Department**

**\$6,427 - \$7,811 per month**

**DEADLINE TO APPLY: Wednesday July 22, 2020 AT 5:30 p.m.**

### **HOW TO APPLY**

A City of San Dimas application must be submitted and may be completed online by visiting the City website [www.sandimasca.gov](http://www.sandimasca.gov). Questions may be directed to Human Resources at (909) 394-6211 or [kfrey@sandimasca.gov](mailto:kfrey@sandimasca.gov). Applications must be received no later than Wednesday July 22, 2020 at 5:30 p.m. A resume may be attached to the application, but does not substitute for a completed City application.

### **GENERAL PURPOSE**

Under supervision, performs journey level professional and technical engineering functions within the Public Works Department; prepares engineering reports, makes cost estimates, and inspects private development and public works projects; assists engineering staff with related assignments; and performs related duties as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

1. Performs professional level civil engineering work, which includes directing and coordinating a portion of the City's functions on Capital Improvement Projects (CIP).
2. Prepares designs, plans, cost estimates, specifications and reports related to a wide variety of city projects.
3. Prepares and provides reports for various public meetings such as City Council, Planning Commission, Development Plan and Review Board and interagency meetings.
4. Participates in the inspection of a variety of public works and city construction projects including the administration of engineering consultant and construction contracts.
5. Responds to public inquiries and basic concerns in regard to public works projects and responsibilities.
6. Processes all phases of engineering plan checks on subdivision parcels and private developments, including tract maps, streets, sewers and storm drain plan checks; issues related permits.

7. Assists in the development of the division's CIP goals, objectives, budget, policies and procedures and their implementation; makes recommendations relative to the scheduling of tasks.
8. Oversees the work of contractors and consultants involved in public works projects.
9. Reviews, trains and oversees the work of engineering interns.
10. Writes correspondence to other City, County, State or Federal agencies.
11. Maintains the City's Pavement Management System, and Geographic Information System (GIS) database.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

1. Theory, principles and practices of civil and structural engineering design and construction.
2. Basic provisions of Subdivision Map Act and sub-division design principles.
3. Standards for public works design and construction.
4. Surveying principles.
5. Strengths, properties and uses of construction materials.
6. Legal guidelines for construction and environmental engineering projects.
7. Communications techniques.
8. Cost estimation practices.

### **Ability to:**

1. Operate computer terminal and use computer-aided design, mapping, spreadsheet and word processing programs.
2. Review and prepare engineering plans, specifications and design requirements.
3. Analyze and interpret legal contract and work agreements.
4. Prepare and evaluate engineering data.
5. Evaluate and present alternatives for solving engineering and traffic issues.
6. Organize and prioritize tasks to meet deadlines.
7. Prepare clear and concise reports, drawings, maps, notes, correspondence and other written materials.
8. Establish and maintain cooperative working relationships with staff, management, public and private representatives, contractors, architects, developers, and others in the course of work.
9. Learn City ordinances related to public works.

## **EDUCATION/TRAINING/EXPERIENCE**

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

**Experience:** Two years of professional experience in civil engineering work.

**Education:** Equivalent to Bachelor's Degree in Civil Engineering, or a closely related field, preferably supplemented by a valid Engineering-In-Training (EIT) certificate.

**Licenses/Certificates/Special Requirements:** A valid driver's license, from a state Department of Motor Vehicles, in order to perform field reviews of engineering sites. Possession of a valid Engineer-In-Training certificate issued by the State of California is desired.

## **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 sit; talk or hear both in person and by telephone; use hands to finger, handle, feel objects or controls; and reach with hands and arms. The employee must travel over uneven terrain and stand and lift and carry records and documents that weigh 20 pounds or less. Specific vision abilities required by this job include close vision, color 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 complex problems; use math/mathematical skills; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with officials and the public.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee usually works under typical office conditions where the noise level in the work environment is quiet. Employees may occasionally be required to work in outside conditions, be exposed to wet or humid conditions and be exposed to loud machinery at construction sites. This position may be required to assist during emergencies as needed.

## **SELECTION PROCESS**

Interested persons who feel they meet the desirable qualifications should submit a completed City application. Not every applicant is interviewed. Selected qualified applicants will be selected to interview.

## **SALARY AND BENEFITS**

The starting salary for this position may be at any of the five steps in the salary range of \$6,427 to \$7,811 per month, depending on the appointee's qualifications.

**Retirement:** The City participates in the California Public Employees' Retirement System (CalPERS). New members of CalPERS or an agency with CalPERS reciprocity will be subject to the

provisions of the Public Employee's Pension Reform Act of 2013 (PEPRA) and will receive the 2% @ 62 formula. Employee pays 50% of the normal cost rate on a pretax basis to be calculated by CalPERS.

Employees who are classic members of CalPERS or an agency with CalPERS reciprocity or who have less than a six-month break in service between employment in CalPERS (or reciprocal) agency or who have previously been employed by the City of San Dimas will be enrolled in the 2% @ 55 formula. Employee pays 7% of CalPERS contribution.

**Health Benefits:** San Dimas provides a \$1,495 per month cafeteria plan for health, dental and vision insurance. The City also pays for long-term disability and life insurance programs for employees.

**Leave Benefits:** Vacation leave is accrued beginning at 112 hours per year and increases after each five years of tenure. Employees accrue 96 hours annual sick leave. The City also provides 12 paid holidays.

**Retiree Health Savings Account:** The City has a program where employees can achieve a triple tax-free savings program for health insurance costs at retirement or separation.

**Deferred Compensation:** The City provides a deferred compensation match program for employees where the City will provide matching funds up to \$200 monthly for employee contributions to the offered Section 457 deferred compensation plans.

**Additional Benefits:** Additional benefits include membership to a federal credit union, tuition reimbursement, computer loan program, Employee Assistance Program, membership to San Dimas Recreation Center and a Section 125 benefits program.

## **STATEMENT OF NON-DISCRIMINATION**

The City of San Dimas advises the public, employees and job applicants that it does not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex, age or any non-merit-based factor in admission to, treatment of or employment in its programs and activities.

In compliance with the Americans with Disabilities Act (ADA), The City of San Dimas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. EOE (Equal Opportunity Employer).

## **ABOUT THE CITY**

The City of San Dimas is located midway (about 27 miles) between Los Angeles and San Bernardino at the base of the San Gabriel Mountains. Superior access to freeways offers a centralized location from which to enjoy southern California's many excellent cultural and recreational activities.

San Dimas was incorporated in 1960 with a Council-Manager form of government. Its citizens receive a full range of services through the combined efforts of the City's five departments (City Manager's Office, Administrative Services, Parks & Recreation, Public Works and Development Services) and the contract services of Los Angeles County.