



The City of East Palo Alto

Is seeking an:

ASSISTANT/ASSOCIATE ENGINEER

Hourly Assistant Engineer \$38.82 - \$47.19
Hourly Associate Engineer \$44.94 - \$54.63

CLOSING DATE: Friday, September 18, 2020

THE POSITION:

The Public Works Department plays a significant role in transitioning the City to a vibrant mixed-use City, by leading the effort to design, construct and maintain the City's infrastructure. The Department consists of the Maintenance and Engineering Divisions. The City of East Palo Alto is seeking a highly organized, hands-on, decisive and innovative Engineer with excellent interpersonal skills to fill the position of an Assistant/Associate Engineer.

The Associate Engineer is distinguished from the Assistant Engineer by the performance of the full range of duties as assigned with only minimal instruction or assistance. Incumbents work independently, seeking assistance only as new or unusual situations arise. Positions in this class are normally filled by advancement from the Assistant Engineer class or competitive recruitment. The Associate Civil Engineer position is distinguished from the City Engineer position which is responsible for the administrative direction of the Engineering Division and control of all projects.

ASSISTANT ENGINEER:

Under direction of the City Engineer/and or Senior Engineer, the incumbent performs journey-level engineering work in the field of current and/or comprehensive engineering; provide information and assistance to other city departments, developers, the business community, outside jurisdictions, and the public on land use development, engineering, and other related matters. Under general direction and receives occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

ESSENTIAL FUNCTIONS

- Perform engineering work in the preparation of plans and specification of public works improvements, including streets, water distribution system, storm drain, buildings, streetlights, and wastewater systems.
- Perform field surveys, supervise survey crews.
- Assist in the preparation of maps, plans, and layouts.
- Design, layout and make functional studies of water distribution systems, wastewater collection and treatment system, storm drain, and other infrastructure and utility systems.
- Inspect structures under construction.
- Inspect structural plans and specifications to make estimate on time and materials.

- Prepare memoranda and reports.
- Carry out research; write specialized reports and correspondence and record pertinent information about historically and architecturally significant resources.
- Answer questions and provide information to the public, investigate complaints and recommend corrective action as necessary to resolve complaints' concerning the City engineering function.
- Prepare requests for proposals for outside contractor's; draft and administer contracts of outside consultants; oversee the maintenance of consultant schedules; oversee consultant records and invoices; review and approve invoices for payment.

MINIMUM REQUIREMENTS:

Education:

Bachelor's Degree from an accredited college or university with major course work in Engineering or Architecture, or a closely related field.

Experience:

Assistant Engineer: One (1) year of professional engineering design, plan review, and project administration experience, preferably in a public agency setting.

Licenses and/or Certifications:

Valid California Class C Driver's License or higher and a good driving record.

Advancement would necessitate meeting the pre-requisite certification requirements for an engineer-in-training (EIT).

Desired Qualifications - Experience with a public agency.

ASSOCIATE ENGINEER:

Performs complex engineering work in the provision of office and engineering support and field engineering support for environmental, water, sewer, street, and other public works projects and programs ensuring technical competence and compliance with all current codes and criteria; serves as a Project Manager, and performs other related duties as required.

ESSENTIAL FUNCTIONS

- Review private project development plans for compliance with codes, regulations, standards, and compliance with approved City master plans. Evaluate transportation traffic and other public works related impacts related to land development. Make recommendations for conditions of approval. Coordinate and/or undertakes the development of the City Transportation Improvement Program (TIP), Comprehensive Plan, Comprehensive Water Plan, the Capital Improvement Program (CIP), Pavement Management System and other programs involving the municipal infrastructure.
- Determine applicable codes, regulations, and requirements for assigned projects. Develop project scope and selection criteria and manages consultant selection process if one is utilized.

- Coordinate the preparation of, or develop, engineering plans, specifications estimate for complex public works projects. Coordinates required advertising for bids, review construction bids and make recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria. Provides project management for the construction of the municipal public works projects. Inspect and oversees assigned projects to ensure contractor compliance with contract documents, schedules, and budget parameters for the project. Assure accurate as-built records of projects, and coordinate warranty and training issues for a smooth transition to the operation and maintenance programs.
- Coordinate the preparation of, or develop, review and update the water, storm drainage, and street system maps, data bases' and comprehensive plans. Manage the engineering library and infrastructure records. Maintain and update city subdivision and public works standards.
- Respond to public or other inquires relative to engineering policies and procedures on specific projects and other information. Evaluates issues and options regarding municipal public works and make recommendations.
- Assure accurate as-built records of projects, and coordinate warranty and training issues for a smooth transition to the operation and maintenance programs.

MINIMUM REQUIREMENTS:

Education:

Bachelor's Degree from an accredited four-year college or university with a degree in civil engineering or a closely related field; and

Experience:

Three (3) years of professional engineering design, plan review, and project administration experience, preferably in a public agency setting, or three (3) years of experience equivalent to Assistant Engineer at the City of East Palo Alto.

Licenses and/or Certifications:

- Valid California Class C Driver's License or higher and a good driving record, at the time of appointment.
- Possession and maintenance of a Registered Professional Civil Engineer license in the State of California is desired.

DESIRED QUALIFICATIONS

Master's Degree in Civil Engineering from an accredited four-year college or university will substitute one year of experience. Public Sector experience work is preferred.

BENEFITS AND COMPENSATION

- Medical: City pays full insurance premium for employee only, 65% for dependents.
- Dental: City pays full insurance premium for employee only.
- Life Insurance: City pays for coverage of \$25,000.
- Long Term Disability: City paid.
- Deferred Compensation Plan: Voluntary employee contribution to ICMA Plan.
- Employee Assistance Program: Available.
- Holidays: 12 paid holidays per year.
- Vacation: 10 days per year.
- Sick Leave: 12 days per year.
- Optional Benefits: Flex (125) Plan with Supplemental Benefits.

Retirement:

CalPERS Classic Members - 2.5% @ 55 formula. (Employee pays 8% employee contribution. Three-year average final compensation.)

CalPERS New Members—2% @ 62 formula. (Employee pays 6.25% employee contribution. Three-year average final compensation.)

HOW TO APPLY:

To be considered for this employment opportunity, please complete the City Application by applying at www.Calopps.org where you may complete your application and supplemental questionnaire online.

For additional information visit our website at: www.cityofepa.org

The City of East Palo Alto is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regards to race, color, religion, sex, sexual orientation, age, identity, national origin, disability or protected veteran status. Candidates with a disability, which may require special assistance in any phase of the application or testing process should submit a request for accommodation with the application. Documentation of the need for accommodation must accompany the request.