



We invite applications for the position of:
ASSISTANT/ASSOCIATE ENGINEER

Assistant Engineer \$9,102 – \$10,852 Monthly

Associate Engineer \$10,011 – \$11,944 Monthly

Plus, a comprehensive benefits package

The City of San Mateo Public Works Department is looking for an Assistant/Associate Engineer

Why Join Public Works?

Our team members have diverse talents and experience in various fields; these collaborative and energetic colleagues are passionate about serving and improving San Mateo infrastructure. Joining us provides you with a wide range of opportunities to achieve your professional goals. Collaboration, Innovation, Respect, Creativity, Transparency and Informed Risk-taking are attributes that we seek in engineering candidates.

The City of San Mateo Public Works Department is seeking an Assistant/Associate Engineer for the Capital Improvement Plan Division. Candidates should be highly motivated, experienced, seek professional growth, and desire to lead and support in the delivery and review of various City projects.

As an Assistant/Associate Engineer, you would support our department's mission to operate, maintain and improve the City's infrastructure. Public Works is responsible for the maintenance, repair, cleaning, and construction of sewer and storm conveyance systems, wastewater treatment plant, streets, streetlights, traffic signals, active transportation infrastructure, publicly owned parking lots and garages, pump stations, a major lagoon, and dams and levees. Our department also reviews plans and inspects the construction of public improvements to serve new private residential, commercial, and industrial developments, and administers contracts for the collection, disposal, and recycling of solid waste. Public Works is also responsible for the City's review and management of right-of-way impacts associated with private development and traffic operations.

San Mateo encourages staff engagement to develop positive solutions that meet the demands of the community and regulatory landscape. The Public Works Department is committed to high performance levels and standards, utilizing best practices relative to performance management and team-oriented approaches. The Department supports staff development through a variety of internal and external training opportunities.

Look to some of the reasons why the City of San Mateo is a great place to work: https://www.youtube.com/watch?v=GTIzeSpc_g

What You'll Do:

The Assistant/Associate Engineer will help support efforts to accomplish short and long-term project deliveries, while sustaining the City's mission, vision, and goals. The position is considered for the following field of interest:

- The Capital Improvement Plan (CIP) Division's key assignments include planning, designing, reviewing, and preparing detailed engineering plans, drawings, specifications, cost estimates, contracts, and related documents for a variety of capital improvement projects. Roles include project manager and construction manager, with duties that include leading coordination meetings, interfacing with construction contractors, outside engineering firms, construction inspectors, and other public agencies.

For a complete list of duties, reference our job specifications at www.cityofsanmateo.org

What You Bring:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Assistant Engineer:

- Equivalent to a bachelor's degree from an accredited college or university with major course work in engineering or a related field.
- One year of experience in professional engineering work in the area of assignment.

- Possession of an Engineer-in-Training Certificate. **Please attach your certificate to your online employment application.**

Associate Engineer (in addition to the qualifications for an Assistant Engineer):

- Two years of professional engineering experience comparable to that of an Assistant Engineer in the City of San Mateo for engineers with a valid Professional Civil Engineer license in California. **Please attach your certificate to your online employment application.**

Or

- Four years of professional engineering experience comparable to that of an Assistant Engineer in the City of San Mateo for engineers without a valid Professional Civil Engineer License in California.

ADA Special Requirement: *Essential duties require the following physical abilities and work environment:* Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, twist and climb; exposure to cold, heat, extreme noise, outdoors, confining work space, vibration, and dust.

What We Offer:

- *Salary: Assistant Engineer \$9,102 – \$10,852/month, Associate Engineer \$10,011 – \$11,944/month*
- Comprehensive benefits package including generous paid leave and health benefits
- CalPERS retirement – 2% @ 55 for classic members; 2% @ 62 for new members. Classic employees contribute 8.30% to CalPERS and New members contribute 6.75% to CalPERS with participation in the Social Security Program
- Programs: Deferred Compensation plan with City match up to 0.5% of base salary, City will contribute 0.5% of base salary to the deferred compensation plan, and 1% city contribution to a Retirement Health Savings Account
- Free Fitness classes through City of San Mateo Parks and Recreation, Employee Assistance Program, and Credit Union Membership
- Bilingual Differential: \$195 monthly (if applicable)
- This classification is represented by the San Mateo City Employees' Association

Are You Ready? Apply.

Submit an online application, résumé (*required*), and supplemental questionnaire at www.calopps.org or to the Human Resources Department, City of San Mateo, 330 W. 20th Avenue, San Mateo, CA 94403, (650) 522-7260.

Application Deadline

Recruitment will be open until filled and is subject to close at any time without notice. Applicants are encouraged to apply as soon as possible. The first review of applications is tentatively scheduled for **May 22, 2024**.

Interview Process

All applications, résumés (*required*) and supplemental questionnaires received will be reviewed for minimum qualifications. Résumés are required but do not take the place of a completed employment application. Applications with "see resume" as a substitution for the work experience description, those with unclear past employment information, or those with insufficient information to evaluate possession of minimum qualifications will not be considered; missing information cannot be assumed. A limited number of the most highly qualified applicants will be invited to participate in the examination process, which may consist of an oral panel interview, written exercise, or in the form of a practical demonstration of skill and ability, or any combination of these; a first-round interview is tentatively scheduled for the week of June 10-13, 2024.

An employment list will be established for those who pass the examination process. Current and future vacancies may be filled from this list. The list will remain in effect for at least six months with the possibility of an extension for an additional six months. Once placed on an employment list, and at the time a vacancy occurs, eligible candidates may be contacted by the hiring department and scheduled for additional department interviews.

Date Posted – April 24, 2024

Note: *The City of San Mateo reserves the right, at its discretion, to limit the number of qualified candidates invited to the selection process. **ALL RESPONSES WILL BE CONDUCTED VIA THE EMAIL ADDRESS PROVIDED IN YOUR ONLINE APPLICATION.** Therefore, it is imperative that you provide an email address to which you have access, and it is recommended that you frequently check your email for notices from: sanmateo@CalOpps.org.*

Fine Print: Prior to hire, candidates will be required to successfully complete a pre-employment process, including a driving record review,

reference check, and Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background checks. A conviction history will not necessarily disqualify an applicant from appointment. The policy of the City of San Mateo is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, age, religion, ancestry, physical or mental disability, sexual preference, marital status, or national origin. It is the intent and desire of the City of San Mateo that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms and conditions of employment. In compliance with the Americans with Disabilities Act, applicants requiring accommodations for any part of the testing or recruitment process must notify lcoles@cityofsanmateo.org or (650) 522-7264 seven (7) days in advance of the deadline for the part of the process requiring accommodations. Do not upload any documents related to your request for accommodation in CalOpps. The City of San Mateo complies with employment provisions of the Americans with Disabilities Act.

CITY OF SAN MATEO
Assistant/Associate Engineer

Supplemental Questionnaire

Please provide answers to the following questions, limiting your response to one (1) page each. Responses to the supplemental questions will be used in the selection process. Usage of Artificial Intelligence (AI) software (e.g., ChatGPT) is not acceptable. Neatness, clarity of expression, grammar, spelling, and ability to follow instructions will be considered in evaluating your responses. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position. (Questionnaire responses must be submitted with the employment application.)

1. Please tell us about a significant engineering project you have completed in your current or previous role. In your response, discuss the project's objectives, your role and responsibilities, the challenges you encountered, and the strategies you employed to overcome them.
2. Describe your construction management and/or construction inspection experience, as it pertains to capital improvement project delivery. If none, please write "N/A."
3. Describe your experience (whether public or private) with permitting such as building permits, encroachment permits, utility permits, environmental permits, etc. from either federal, regional, or local agencies.
4. Do you have experience with preparing budgets and schedules for capital improvement projects and/or programs? If yes, please describe your specific experience.