



SAN RAFAEL

THE CITY WITH A MISSION

Associate Civil Engineer

San Rafael Sanitation District

\$8,250 - \$10,028 per month
Plus excellent benefits

DEADLINE: *Apply by Friday, January 22, 2021 for first consideration*

The City of San Rafael Sanitation District is seeking a full-time Associate Civil Engineer. This position will perform field and office professional civil engineering work in the planning, design, technical investigation, inspection and construction of projects in several areas of public works and civil engineering.

Under direction, this position performs difficult and complex engineering work and may serve as a supervisor to a small group of engineers and/or paraprofessional engineering staff. This position calls for a high degree of initiative, technical proficiency, and judgment. The Associate Civil Engineer is responsible for all phases of multiple projects or programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES (may include, but are not limited to the following):

- Develops Requests for Qualifications (RFQs) and participate with other department staff in the selection of consulting engineers.
- Prepares and/or assists in the preparation of plans, specifications and estimates pertaining to construction projects.
- Interprets plans and specifications.
- Makes engineering calculations, completes design drawings, makes and revises maps, charts and diagrams.
- Conducts pre-construction meetings with contractors to establish job requirements, i.e. timing, noise level, traffic impact.
- Performs field inspections of various municipal construction projects, in progress and upon completion.
- Prepares written reports on civil engineering issues/projects for the department.
- Meets with a variety of public and private officials, individually and/or in a group setting, on civil engineering matters.
- Research and make recommendations on civil engineering issues/problems.
- Performs project management on Capital Projects during the design, environmental, bidding, and construction phases of the project.
- Performs Resident Engineer duties on Capital Projects during construction.
- Performs inspection and enforcement duties to ensure compliance with applicable design standards, specifications, contracts and legal documents, codes and ordinances.

- Meets with State, Federal, and Local Districts, Agencies, consultants, and engineers to discuss project guidelines, design parameters, policies and procedures.
- Performs work in accordance with local, State, and Federal standards and regulations.
- Designs and prepares plans and specifications and cost estimates for a variety of public works projects, including but not limited to streets, storm drains, bridges, parks, traffic signals, parking lots, water facilities, infrastructure improvements and other public facilities. Researches project design requirements, performs calculations, prepares estimates of time and materials costs and determines sequencing and detour requirements.
- Serves as Project Engineer, including serving as design team leader, handling contract administration and providing design support for the inspector during construction.
- Review plans and maps submitted by private developers for conformity with laws, ordinances, City imposed requirements and accepted professional standards with the goal of protecting the health, safety, and welfare community. Performs certain administrative duties associated with private development approvals such as preparing agreements, collecting fees, obtaining dedications, and coordinating with other agencies and City departments.
- Investigates field problems affecting the public, property owners, contractors and maintenance operations; collects the necessary data or assigns the collection of data to technical personnel; develops recommendations and meets with the appropriate parties to discuss and implement recommendations.
- Provides engineering information, including City requirements related to property improvements, to the public and other City departments. Arranges and participates in conferences with other engineers, developers and the general public on engineering problems.
- Assigns investigation, design and drafting tasks to subordinates, reviews completed work and assists in the developing solutions to difficult problems.
- Develops revised design and construction standards for public facilities.
- Researches publications and industry information sources and attends conferences and continuing education courses to keep abreast of new developments in the field of public works engineering.
- Prepares special engineering studies and reports, including but not limited to construction diaries, progress payments, state and federal paperwork associated with grant funding and permitting staff reports and duties as assigned.
- Participates in engineering inspection and survey activities.
- Prepares written recommendations, correspondence and reports on assigned projects.
- May attend and present information at public meetings.
- Performs related duties as required.

KNOWLEDGE/ABILITY/SKILLS TO:

- Knowledge of principles and practices of civil engineering and surveying.
- Knowledge of basic methods and equipment used in civil engineering construction.
- Thorough knowledge of principles and practices of civil engineering and surveying; and working methods and equipment used in civil engineering construction; pertinent Federal, State, and local rules, regulations and ordinances; and computer applications relating to civil engineering.
- Knowledge of modern civil engineering tools and equipment including a PC and related software, including but not limited to AutoCadd or similar drawing software.
- Ability to analyze engineering problems.
- Ability to present clear, concise written and verbal reports.
- Ability to deal effectively with other engineers, other City and agency staff, private contractors, and the general public.
- Ability to use modern civil engineering equipment including a PC and related software.
- Ability to communicate effectively with a wide range of citizens, other City and agency staff, private contractors both in oral and written format.
- Ability to analyze civil engineering problems, evaluate alternatives, and reach sound conclusions.
- Ability to prepare clear, concise, and accurate reports, records, and correspondence.
- Ability to complete mapping and drafting assignments.
- Ability to establish and maintain effective working relationships.
- Ability to inspect public works construction projects.

LANGUAGE/MATHEMATICAL/REASONING SKILLS:

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree in Civil Engineering
- Four (4) years of responsible post degree engineering experience (a master's degree shall count for one year of post degree engineering experience).

OTHER REQUIREMENTS:

- Valid driver's license.
- Registration as a licensed Civil Engineer in the State of California

PHYSICAL DEMANDS:

The physical demands described here are the representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk or hear. The employee frequently is required to stand, walk, reach with hands and arms, and taste or smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Hazards are moderate, fairly predictable and protected against.

APPLICATION AND SELECTION PROCESS:

City of San Rafael application is required. Resumes do not substitute for the City application. Candidates should detail related education and experience on the application since this information will be used to determine who will be invited to participate in the next phase of the examination process. The examination process may include any or all of the following: Application appraisal, oral board examination, and written examination. The passing point for the oral and/or written examination final score will be 70%. Prior to appointment, candidate must pass a background check, DMV check, pre-employment physical/drug screen, and fingerprinting. To file an application, go to www.calopps.org. Select "Member Agencies". Select "City of San Rafael". For more information on the City of San Rafael, go to www.cityofsanrafael.org. Follow this link to submit your application: <https://www.calopps.org/san-rafael/job-20067506>

Reasonable Accommodation: The City of San Rafael will make reasonable accommodations in the exam process to accommodate disabled applicants. If you have a disability for which you require an accommodation, please contact us at 415-485-3474 no later than seven (7) calendar days before the test date.