

# Foster City is a Great Place to Live, Work and Play!

## ASSOCIATE ENGINEER



### HISTORY

Incorporated in 1971 and named after real estate tycoon and visionary, T. Jack Foster, Foster City is a one-of-its-kind master planned community that rose out of the reclaimed marshlands of the San Francisco Bay. The original Master Plan envisioned a self-contained community with a variety of housing types, neighborhood shopping centers, waterfront lots and parks, and other commercial & industrial uses.

### THE ORGANIZATION

Foster City is a General Law City and operates under the Council-Manager form of government. The five members of the City Council/EMID Board are elected to four-year terms. The City Manager is appointed by the City Council/EMID Board and serves as the chief executive of the municipal organization. Foster City is a full-service city with a total 2023-2024 budget of \$129.3 million. Projected staffing includes 172 FTEs.

### MISSION

The mission of the City of Foster City is to deliver services, invest in quality infrastructure and implement policies that prioritize public safety, smart planning, a vibrant economy, fiscal stability, community connections, and a sustainable environment. In pursuit of this mission, we use community engagement and data to make decisions and measure progress based on economic, social, and environmental factors.

### THE DEPARTMENT



The Public Works Department manages the City's infrastructure and construction projects and oversees the Engineering and Operations and Maintenance Divisions consisting of streets (including traffic signal system, street lighting, sweeping and signage, pavement markings and striping), lagoons, levees, drainage, buildings, the water distribution system, wastewater collection and the vehicle fleet. The Department is also comprised of the Engineering Division which manages the City's Capital Improvement Program (CIP) and reviews infrastructure improvements for private developments within the City.

## THE POSITION

The Associate Civil Engineer will supervise and assign the design of engineering plans and specifications for the construction of streets, traffic signals, parks facilities, City buildings, wastewater, stormwater, and water systems, and a variety of other structures. This position will manage preliminary design studies, prepare forecasts, and develop and monitor capital improvement project budgets. This is the first supervisory level in the engineer series and this position may supervise, develop, and evaluate engineers, technical and clerical staff. A candidate in this role will coordinate projects with other departmental sections or stakeholders, will resolve problems, prepare grant applications and engineering reports and recommendations. The Associate Civil Engineer will approve plans and specifications and authorize payment for services rendered.



## IDEAL CANDIDATE

The ideal candidate will have a civil engineering background as applied to planning, designing and constructions of streets, storm drainage and other systems. Knowledge of supervisory principles, training, and performance evaluations. Experience in municipal management including budget planning and preparation and public relations.

The ideal candidate will have the ability to perform complex civil engineering studies, identify problems and develop alternate solutions and recommendations. Ability to effectively communicate information to non-engineering staff or persons, both orally and in writing. Also, ability to manage a wide variety of projects simultaneously while developing and maintaining positive and effective working relations with others.

### *Monthly Compensation*

*\$10,516.81 to \$12,783.26*

## EDUCATION & TRAINING

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

**Education:** Equivalent to a bachelor's degree in engineering or a directly related field.

**Experience:** Three (3) years of professional experience in civil engineering work including project design, plan checking, and project management.

### **License and Certificates:**

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Possession of a valid Certificate of Registration as a Civil Engineer in the State of California, desirable.

**For knowledge, skills, and abilities, review the [Associate Civil Engineer](#) job description.**

## BENEFITS

The City of Foster City provides a superior benefits program which includes:

**Retirement Plan:** Participation in CalPERS in the 2% @ 62 retirement plan for new members and 2.7% @ 55 for classic members.

**Leaves:** 12 paid holidays; sick leave (5.66 hrs/month); vacation leave based on years of service; administrative leave.

**Deferred Compensation:** Voluntary 401(a) that include employer matching, 457(b)/VEBA (tax deferred health benefit program).

**Health Benefits:** Flexible benefits program including health, dental, vision, and medical/dependent care reimbursement accounts.

**Work Schedule:** Optional 9/80 work schedule. Telework available.

**Other:** Long-term disability insurance; and life insurance.



## SELECTION PROCESS

The most qualified candidates will be invited to continue in the selection process. The selection process may consist of one or more of the following components: application review, performance-based exam, written exam, and panel interview. A final interview will be scheduled to fill the current vacancy following the establishment of the employment list. This list will be in effect for at least one-year. Once a top candidate is identified, we will conduct reference checks. After a conditional job offer, applicants must successfully pass a pre-employment background check and other requirements as applicable.

## TO APPLY

A City/District application and supplemental questionnaire are required for consideration. Please keep in mind the closing date. Applications may be submitted online at [www.calopps.org](http://www.calopps.org)

