



**CITY OF CONCORD**  
invites applications for the position of:

## **Associate Civil Engineer**

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**SALARY:** \$51.71 - \$66.00 Hourly  
\$8,963.07 - \$11,440.00 Monthly  
\$107,556.80 - \$137,280.00 Annually

**OPENING DATE:** 01/22/20

**CLOSING DATE:** Continuous

**JOB CHARACTERISTICS:**

**\*\*\*OPEN & PROMOTIONAL JOB OPPORTUNITY\*\*\***

**Associate Civil Engineer  
(Capital Improvement Program)**

Are you an experienced, licensed engineer looking to enhance the beautification, functionality, and safety of a local community? Do you enjoy collaborating with other professionals on exciting projects? If so, the City of Concord is looking for you to join its Engineering Division Team! The Community and Economic Development Department (CED) currently seeking to fill one Associate Civil Engineer vacancy in the Capital Improvement Program.

The Associate Civil Engineer plays an integral part of the Capital Improvement Program within the Engineering Division. This position will collaborate with different City departments including Public Works and Parks & Recreation, and will also work closely with the Current Development, Planning, Building, and Transportation divisions of CED, with the end goal of completing critical Capital Improvement Projects as programmed in the City's two year Capital Budget. In addition to managing projects, this essential position will be a key contributor to the innovations and improvements made to the Capital Improvement Program, which align with the [Mission, Vision, and Values of the City of Concord](#).

The future Associate Civil Engineer will manage design and construction of multiple Capital Improvement Projects that are ongoing. Each project will be in various phases starting from preliminary design, plan and specs preparation, bidding, and construction.

A few of upcoming exciting projects that the position will be managing include:

- **Citywide Bridge Repair Phase 2:** This federally funded project will construct maintenance repairs to eleven bridge structures throughout the City. This project will construct within two construction seasons starting in Summer 2020.
- **Downtown Corridors Bicycle and Pedestrian Improvement Project:** This grant-funded project will design and construct bicycle and pedestrian safety improvements to three corridors connecting Downtown Concord to regional transit, senior housing, and low-income communities. This project is currently in the design phase and will be ready for advertising for construction in Winter 2020.
- **Downtown Sewer and Streetscape Improvements Phase IIIb:** This sewer enterprise funded project will replace undersized sewer mains and laterals in the Southwest Downtown Area. This project is currently in the design phase and will be ready for advertising for construction in Winter 2020.

## **SELECTION PROCESS**

1. Submit a completed City of Concord application and the required supplemental question responses online at [www.cityofconcord.org](http://www.cityofconcord.org). First review of applications will take place on **Friday, February 14, 2020**. Please note that if a sufficient number of qualified applications are received on or before Friday, February 14, 2020, the application window will close without further notice. We encourage you to apply early for this career opportunity.

Please attach a copy of your resume when you apply online. **You must complete the job application in its entirety in addition to the resume submission in order to be considered (i.e., do not indicate "see resume" on job application).**

2. As noted above, if a sufficient amount of qualified applications and supplemental responses are received by the initial review date, they will be competitively evaluated, and those candidates demonstrating the strongest qualifications for the position will be invited to participate in a panel interview, which has been scheduled for the week of **February 24, 2020**. If you are selected to participate in the panel interview and are unavailable, we regret that we will not be able to reschedule you.

3. Candidates that pass the panel interview will be placed on the hiring list, based on rank, for further consideration to fill the current regular vacancy, as well as others occurring over the next 12 months.

***IMPORTANT:*** *Contact with candidates will primarily be via email. Make sure you list a current email that you **check regularly** on your application.*

If you have any specific questions regarding the recruitment and selection process, please contact the Human Resources Department at (925) 671-3308.

## **ASSOCIATE CIVIL ENGINEER**

### **Purpose**

Performs, and leads the activities of individuals involved in, professional, technical, civil and structural engineering and other public works activities to ensure that capital projects are designed and managed in conformance with applicable standards and codes and that they are completed on time within budget. Performs related and other work as required, all within the context of the City's Mission of providing responsive, cost effective, and innovative local government services through a collaborative effort with the community to make Concord a city of the highest quality.

### **Equipment, Methods & Guidelines**

Uses Federal, State, and local laws, policies, procedures, and practices, building codes and civil engineering standards, standard plans and specifications, various elements of the State-mandated General Plan, knowledge of computer software programs capabilities and limitations, programmable calculators, automobiles, voice dictation equipment, and knowledge of land surveying.

### **Working Conditions**

Predominantly inside work but includes outside work, some of which may be performed in extreme weather conditions with exposure to noise, noxious odors, and airborne particles. May include attendance at meetings, including those that are conducted during the evening, and some travel. The work may also include occasional irregular hours.

### **Physical Demands**

Emphasize speech, hearing, and vision. Must be able to drive to various work sites and be able to climb and walk on narrow pathways to inspect and observe physical conditions of construction sites.

### **Supervisory Guidance Received/Given**

Supervision received is characterized by general administrative support and control intended to define projects, objectives, and problems. The extent to which incumbents exercise full and final responsibility on a daily basis may vary. Typically works independently, planning and scheduling own work to meet job requirements. Work is generally reviewed upon completion of assigned projects. May provide work direction to other professionals and technicians, including interviewing, hiring recommendations, training, and performance evaluation input.

**Allocation Factors/Distinctions**

This is a high level Professional Public Works engineer classification.

**EXAMPLES OF DUTIES INCLUDE, BUT ARE NOT LIMITED TO:**

1. Provides lead direction to or personally performs professional and technical engineering activities such as:
  - a. Preparing engineering plans and related calculations, letting and analyzing bids, and directing and coordinating the work of staff engineers and engineering consultants.
  - b. Reviewing plans submitted by developers to ensure conformity with established standards and recommending permit conditions to the Planning Commission and the Zoning Administrator.
  - c. On-site administration of contracts and inspection of construction work.
2. Confers and coordinates with other City work units, outside agencies, developers, and consultants on municipal engineering problems, alternatives, and solutions; exercises judgment in the selection and adaptation of standard techniques and procedures.
3. Determines priorities and work sequences necessary to achieve objectives and works with supervising Senior Civil Engineer in the assignment of personnel in accordance with priority and need.
4. Personally performs more complex professional engineering activities.
  - a. When assigned to "current development" activities, reviews plans submitted by private developers for conformity with laws, ordinances, and accepted professional standards for grading of land, placement and size of storm drains and sanitary sewer lines, street widths, drainage, soils requirements, relative elevations of plots, special considerations associated with floodplain areas and earthquake zones; and land division.
  - b. When assigned to "design and construction" activities, acts as Project/Resident Engineer in the preparation of engineering plans, designs, and specifications for various Public Works projects including street construction and improvements, traffic signals and channelizing striping, sidewalks, curbs, gutters, culverts, sewer lines, drainage facilities, sound walls, underground utility construction, buildings and other structures and facilities; preparing profiles and cross-sections; establishing grades; establishing horizontal and vertical curve alignments and computations; estimating quantities of materials, cut and fill; calculating hydraulic runoff, capacity of drains, structural stresses, areas, and survey closures; performing right-of-way calculations; writing legal property descriptions.
  - c. Performs "construction" activities such as acting as Resident Engineer for municipal construction projects, carrying out "on-site" responsibility for contract administration and construction inspection, reviewing final plans, specifications, special conditions, and agreements; providing detailed interpretation of plan specifications, conditions, and agreements to contractor staff; coordinating the work of contractors and other activities such as those carried out by other public agencies and utilities; maintaining work record data; writing change orders; and monitoring safety and labor compliance activities.
  - d. Prepares bid advertisements; reviews and analyzes information submitted by contractors in connection with bids; makes recommendations regarding the awarding of bids.
5. Maintains a budget track of projects in process and initiates corrective action as necessary.
6. Directs the preparation of studies, reports, and recommendations on engineering matters for review and approval.
7. Prepares recommendations regarding the modifications of engineering policies, procedures, or standards pertaining to assigned areas of activities.
8. Promotes the City's Mission to make Concord a city of the highest quality by providing responsive, cost-effective, and innovative government services; understands and subscribes to the Vision and Values Statement adopted by the City.

## QUALIFICATIONS:

### Knowledge and Abilities

Considerable working knowledge of the concepts, precedents, principles, laws, practices, methods, standards, procedures, and techniques pertinent to municipal engineering, including the mechanics of solids (particularly of soils), hydraulics, theory of structure, strength of materials, engineering geology, and surveying; of engineering economics and cost estimating. Working knowledge of basic supervisory and safety principles, techniques, and alternatives; and the use of computers for engineering studies and analyses.

Ability to maintain full knowledge and control over assigned areas of responsibility; to independently perform difficult and complex professional engineering work; to effectively analyze, identify, and recommend engineering alternatives; to effectively communicate and apply related ordinances, policies, regulations, standards, and procedures pertaining to the work; to effectively lead others in the performance of complex professional and technical activities; to communicate effectively orally and in writing; and to establish and maintain cooperative and effective relationships with those contacted in the course of work.

### Education/Experience

**Education:** A Bachelor's or Master's degree in a civil, structural, or related engineering curriculum, or California Professional Engineering Registration.

**Experience:** Four years of employment in a related engineering profession.

### OTHER:

A California Driver's License and a satisfactory driving record are conditions of initial and continued employment. Registration as a Professional Engineer issued by the California State Board of Registration is required. Registration as a Professional Engineer by other state Boards will be considered.

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The City of Concord is an Equal Opportunity/Veteran's Preference Employer.

The provisions of this bulletin do not constitute a contract, express or implied and any provisions contained in this bulletin may be modified or revoked without notice. It is a policy of the City to refuse to consider a person for a position whenever that person's relationship to an employee, elected or appointed official, or member of a board or commission has the potential for creating adverse impact on supervision, safety, security, or morale, or involves a potential conflict of interest.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.cityofconcord.org>

Position #2020-00012  
ASSOCIATE CIVIL ENGINEER  
KC

1950 Parkside Drive  
Concord, CA 94519  
925-671-3308

[Jobs@cityofconcord.org](mailto:Jobs@cityofconcord.org)

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### Associate Civil Engineer Supplemental Questionnaire

- \* 1. Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and that your responses can be verified from information included within the application?

- ☐ Yes  
☐ No

- \* 2. Which best describes your highest level of education?

- ☐ Some high school
  - ☐ High school or GED
  - ☐ Some college
  - ☐ Associate's Degree
  - ☐ Bachelor's Degree
  - ☐ Master's Degree
  - ☐ Doctorate Degree
  - ☐ None - N/A
- \* 3. If you possess a Bachelor's Degree or Master's Degree, is it in Civil Engineering or a related Engineering curriculum?
- ☐ Yes
  - ☐ No
  - ☐ Not applicable
- \* 4. How many years of employment experience do you have in the Civil Engineering profession?
- ☐ 0 to less than 4 years
  - ☐ 4 years to less than 6 years
  - ☐ 6 years to less than 8 years
  - ☐ 8 years to less than 10 years
  - ☐ 10 years or more
- \* 5. How many years of experience do you have in performing project design, managing, and coordinating CIP projects?
- ☐ Less than 5 years
  - ☐ More than 5 years but less than 7 years
  - ☐ More than 7 years but less than 10 years
  - ☐ More than 10 years
- \* 6. In 300 words or less, please describe your experience and responsibilities in managing/designing CIP projects.
- \* 7. How many years of experience do you have in designing, managing, and coordinating CIP projects that involves the use of Federal-aid funds?
- ☐ Less than 5 years
  - ☐ More than 5 years but less than 10 years
  - ☐ More than 10 years
- \* 8. In 300 words or less, please describe your roles and responsibilities in designing, managing, and coordinating Federal-aid CIP projects. Type N/A if this is not applicable to you.
- \* 9. How many years of experience do you have in writing staff reports, letters, memos, grants, Specifications, and other correspondences related to CIP projects?
- ☐ Less than 5 years
  - ☐ More than 5 years but less than 10 years
  - ☐ 10 years or more
- \* 10. In 300 words or less, please describe your experience in writing staff reports, letters, memos, grants, Specifications, and other correspondences related to CIP projects. Type N/A if this is not applicable to you.
- \* 11. How many years of experience do you have in making public presentation and public outreach related to CIP projects?

- ☐ Less than 5 years
- ☐ More than 5 years but less than 10 years
- ☐ More than 10 years

\* 12. In 300 words or less, please describe your experience in making public presentations and public outreach related to CIP projects. Type N/A if this is not applicable to you.

\* 13. Are you a certified QSP/QSD?

- ☐ Yes
- ☐ No

\* 14. Are you registered as a Civil Engineer by the California State Board for Professional Engineers, Land Surveyors, and Geologists?

- ☐ Yes    ☐ No

\* 15. In 300 words or less, please describe your experience in processing environmental documents such as CEQA, NEPA, and other permitting requirements with other jurisdictions related to CIP projects. Please type N/A if this is not applicable to you.

\* 16. How many years of experience do you have in processing Environmental documents such as CEQA, NEPA, and other permitting requirements with other jurisdictions related to CIP projects?

- ☐ Less than 5 years
- ☐ More than 5 years but less than 10 years
- ☐ More than 10 years

\* Required Question