



# CITY OF MILL VALLEY

## JOB ANNOUNCEMENT **ASSOCIATE ENGINEER** DEPARTMENT OF PUBLIC WORKS

### ABOUT THE POSITION:

Under direction of the Supervising Senior Engineer, the **Associate Engineer** performs engineering services in the public setting, collaborating with multiple stakeholders. Examples of assignments include:

- Serves as lead for the Bicycle and Pedestrian Advisory Committee
- Responds to public inquiries regarding topics such as retaining walls, storm drains, right of way encroachments, etc.
- Coordinates Steps, Lanes and Path activities and projects
- Reviews and addresses traffic operational and safety concerns
- Reviews planning projects and building permits for code compliance, impact on City's facilities, and recommends conditions of approval

### IDEAL CANDIDATE:

The ideal candidate will be an engineering professional with at least four (4) years of increasingly responsible experience who is a self-starter, hungry to learn, and looking for a position that affords them the opportunity to grow professionally and expand their skills. The successful applicant will have demonstrated knowledge and experience in the nuances and complexities of civil engineering in a municipal context and display superior customer service skills. He/she should be a proven collaborator who is comfortable in lead roles and has the ability to communicate effectively. A bachelor's degree in Civil Engineering and possession of your Professional Engineering License are highly preferred.

### ABOUT THE DEPARTMENT:

The Public Works Department includes the divisions of Engineering, Operations (Building, Parks, Streets and Sewers, and Fleet Maintenance) and Wastewater Treatment. With a complement of 47 staff, a \$6 million operational budget, and oversight of the \$37 million 5-year Capital Improvement Program, the department offers a full range of services and support for residents, businesses, and City departments.

### SALARY AND BENEFITS:

**\$7,383 - \$9,889 / Month DOE**

- **Health Insurance** – The City offers a Kaiser Health Plan, Health Net PPO and Health Net HMO.
- **Dental Insurance** – The City pays the full cost of coverage with Delta Dental Plan.
- **Leave** – The City offers generous vacation, sick, administrative, and holiday leave.
- **Retirement** – The City contracts with CalPERS for retirement benefits
- **457 Deferred Compensation Plan**



- **Other** – the City pays the premiums for a \$50,000 life insurance plan, as well as Long-Term Disability insurance. Other benefits include free/discounted use of City recreational facilities and programs.

### ABOUT MILL VALLEY:

The City of Mill Valley is 10 miles north of San Francisco and 40 miles from California's famous wine country. Mill Valley is a town with a rich and eclectic cultural history and a lively and engaged citizenry.

Mill Valley is primarily a suburban community, with distinctive residential neighborhoods representing the many eras of the town's growth from a small mill town to the modern full-service city it is today. Our population's approximately 14,000 residents live in a 4.8 square mile area, although we serve as the center for a larger unincorporated Mill Valley area with more than 30,000 residents.

The City of Mill Valley has a staff of almost 150 regular employees. The annual operating budget is approximately \$41 million and the 5-year CIP budget is \$22.6 million.

### APPLICATION INSTRUCTIONS:

1. To apply, please visit [www.CalOpps.org](http://www.CalOpps.org).
2. Utilizing the application process in the above link, please also upload your Cover Letter and Resume.

Resumes will not be accepted in lieu of the City's official application form, but should accompany the application.

**This position is open until filled. First review of applications is October 7, 2019. Applications will continue to be accepted after this date.**

### FOR QUESTIONS PLEASE CONTACT:

Seth Allingham, Deputy City Clerk/Administrative Analyst  
[sallingham@cityofmillvalley.org](mailto:sallingham@cityofmillvalley.org)

*The City of Mill Valley is an Equal Opportunity Employer.*