



ABOUT THE POSITION:

The City of Mill Valley is seeking a self-directed problem-solver with high standards for quality and a solid commitment to public service.

Under direction of the Engineering Manager, the **Associate Engineer** performs professional engineering work of average difficulty in municipal public works design, construction, and maintenance projects and performs related work as required.

*ESSENTIAL DUTIES:

- Serves as project lead for paving and utility projects
- Develops, reviews and approves traffic control plans
- Performs traffic engineering studies
- Consults with public and private agencies and engineers, contractors, and private owners relative to construction and maintenance of private and public facilities.
- Reviews planning projects and building permits for code compliance, impact on City's facilities, and recommends conditions of approval
- Performs related duties and responsibilities as required.

**Please review Job Description for a complete list of duties.*

Note: Job Description for this position is under review.

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.

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. Lastly, a can-do attitude and good sense of humor are essential!

ABOUT THE DEPARTMENT:

The Public Works Department includes the divisions of Engineering, Operations (Building, Parks, Streets and Sewers, and Equipment) and Wastewater Treatment.

With a complement of 30 staff, an \$8 million operational budget, and the oversight of the 5-year CIP program, the department offers a full range of service and support for the residents, businesses and City departments within the City. The Public Works Department also oversees the operations and personnel of the Wastewater Treatment Plant, which has 15 staff, and an operating budget of \$4 million with a \$28 million 5-year CIP.



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.
- **Life Insurance** – The City pays the full cost of providing life insurance coverage of \$50,000.
- **Long-Term Disability Insurance** – The City pays the full cost of providing long-term disability insurance for employees.
- **Dental Insurance** – The City pays the full cost of coverage with Delta Dental Plan.
- **457 Deferred Compensation Plan** – The City offers an annual match of \$600/yr. toward deferred compensation.
- **Retirement** – The City contracts with CalPERS for retirement benefits.
- **Leave** – The City offers generous vacation, sick, administrative, and holiday leave.

QUALIFICATIONS:

KNOWLEDGE OF:

- Principles and practices of civil engineering.
- Principles and practices of traffic engineering.
- Pertinent State, Federal and local rules, regulations and ordinances.
- Methods, materials and techniques used in construction of public works projects.
- Risk management.

ABILITY TO:

- Understand and interpret engineering construction plans, specifications, and geotechnical reports.
- Analyze problems, troubleshoot, and prepare staff reports with recommended solutions.
- Resolve conflicts with contractors and private citizens without compromising City standards.
- Communicate clearly and concisely both orally and in writing.
- Establish and maintain cooperative working relationships with Council, staff, contractors and citizens.
- Proficiently work Autocad, in Microsoft Outlook, Word, Excel, and PowerPoint.

MINIMUM EXPERIENCE AND TRAINING:

- *License or certificates required:*
 - ❖ Possession of or ability to obtain a valid Engineer in Training Certificate from the California State Board of Registration for Professional Engineers.
 - ❖ Possession of a valid California Class C driver's license.
- *Experience and Training preferred:*
 - ❖ Bachelor's degree in Civil Engineering.
 - ❖ Four years of increasingly responsible engineering experience, including adequate experience in the field of construction.
 - ❖ Design experience is highly preferred

APPLICATION INSTRUCTIONS:

1. To apply, please visit 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.

Priority filing deadline is 11:59 P.M. July 31, 2019.



FOR QUESTIONS PLEASE CONTACT:

Seth Allingham, Deputy City Clerk/Administrative Analyst
26 Corte Madera Avenue
Mill Valley, CA 94941
sallingham@cityofmillvalley.org

The City of Mill Valley is an Equal Opportunity Employer.