



City of Sunnyvale
Civil Engineer

SALARY	\$55.96 - \$71.41 Hourly	LOCATION	Sunnyvale, CA
JOB TYPE	Full-Time	JOB NUMBER	24-00072
DEPARTMENT	Public Works	DIVISION	Engineering Services
OPENING DATE	04/01/2024	CLOSING DATE	4/30/2024 5:00 PM Pacific

Description

Civil Engineer
Regular Full-Time Employment Opportunity

Are you the type of person that is driven to improve a community? Can you motivate yourself and others to achieve project milestones? Would you like to work on the City of Sunnyvale's most exciting, high-dollar, and high-profile projects? We're looking for a person with excellent communication, critical thinking, and teamwork skills to help us rebuild our water pollution control plant and civic center.

The City of Sunnyvale is the second largest city in Santa Clara County and has the close-knit culture of a smaller city and the compelling projects and assignments of a large city. We invite you to apply!

The ideal candidate will have a passion for excellence, a commitment to serving the community, and have outstanding interpersonal skills. Other skills the City is looking for include excellent problem-solving skills, strong ability to communicate effectively and proactively both orally and in writing, and capability to establish and maintain effective work relationships.

The eligibility list created from this recruitment could be used for future Civil Engineer vacancies within the City.

The City of Sunnyvale offers:

- Comprehensive medical, dental, and vision benefits
- Classic CalPERS members have 4% of the employee contributions paid by the City, leaving only 3% for the employee to contribute.
- Retiree medical benefits available

Essential Job Functions

(May include, but are not limited to, the following):

If assigned to the Design Group of the Capital Improvement Projects Administration Section, duties may include, but are not limited to the following:

- Prepares engineering designs, specifications, schedules, costs and quantity estimates of municipal public works projects.
- Coordinates project design and development with consultants; prepares requests for proposals for services; evaluates proposals; assists in the selection of consultants; negotiates consultant fees; coordinates and evaluates

consultants' work; reviews consultants' work and submittals; ensures design compliance with environmental law and with City Ordinances; recommends design change orders for acceptance; maintains project budgets; reviews prepared bid documents and construction bids; recommends approval and processing of invoices and progress payments; and prepares periodic reports.

- Coordinates project development with funding agencies such as Caltrans and VTA and ensures compliance with grant requirements and timelines.
- Continues involvement with capital projects during construction; assists construction administration staff in coordinating with consultants to resolve design conflicts; and assists as necessary to resolve disputes concerning plans and specifications.
- Assists supervisors in revising the City's Capital Improvement Projects Budget.

If assigned to Construction Group of the Capital Improvement Projects Administration Section, duties may include, but are not limited to the following:

- *Manages construction contracts of City's Capital Projects to ensure completion within scope, cost, schedule, budgeted resources, standards and practices; resolves disputes with contractors, negotiates and settles construction claims.*
- *Administers City Capital projects; inspects field work and works closely with inspectors on assigned projects; resolves disputes concerning plans, specifications, and other work; and makes field changes within the limits of design and cost restrictions.*
- *Monitors progress of construction activities; processes progress payments; conducts final inspection; and oversees closeout of construction projects.*
- *Works closely with the Senior Construction Engineer to complete the City's Construction workload timely and within budget.*

If assigned to the Land Development Section, duties may include, but are not limited to the following:

- Reviews plans, specifications, and estimates of development projects and encroachment permit applications; interprets, reviews, and analyzes complex development projects for accuracy, suitability, completeness, and compliance with City standards and other requirements.
- Performs review of encroachment permits, subdivision maps and legal descriptions, and street and/or public easements.
- Computes appropriate fees.
- Coordinates and participates in the review of plans and land use applications, ensuring compliance with local, State and Federal regulations and requirements; provides written comments and conditions; and prepares City Council communication for the approval of projects.
- Researches, investigates and provides information regarding City development procedures; and meets with developers and consultants to discuss concepts of general requirements for projects.

In addition to the above, the following duties are also performed by the Civil Engineer:

- Prepares detailed scopes of work, timelines, cost estimates and feasibility reports for new or modified engineering projects.
- Coordinates and monitors all phases of projects to ensure timely and cost-effective progress.
- Provides internal and external customer service.
- Coordinates projects with other City departments, public agencies, and utility companies for orderly planning, scheduling, and construction.
- Serves as a technical resource in assigned engineering area; participates in the development of standard engineering specifications, criteria and policy and procedure statements on engineering matters; and provides technical advice to field operations, other City departments, and the general public in the interpretation of City ordinances, policies, regulations, and procedures as required.
- Oversees or participates in the preparation of various staff reports, council resolutions, specific plans and reports required by State and Federal agencies.

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. Additionally, the position also requires near and far vision in reading written reports and work related documents and using a computer. Acute hearing is required when providing phone and personal customer

service. The need to lift, drag, carry and push files, paper, books and documents up to 25 pounds is also required. Some duties require field visits to inspect and monitor projects with exposure to inclement weather. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Minimum Qualifications

Education and Experience:

The minimum qualifications for education and experience can be met in the following way:

A Bachelor's degree from an accredited college or university in civil engineering or a related field, AND

Three years of increasingly responsible professional civil, mechanical, or electrical engineering experience.

Knowledge of:

- Principles, practices, and methods of civil engineering as related to the planning, design, construction and inspection of municipal public works projects and improvements.
- Pertinent local, State and Federal laws, ordinances and rules, including those related to development, design and construction.
- Principles and practices of project management, construction management and contract administration.
- Methods and techniques for record keeping and report preparation.
- Office methods, procedures, software and equipment.

In addition to the above, If assigned to the Land Development Section, knowledge of:

- Principles and practices of land surveying, real property legal description, land acquisition, easements and assessment proceedings, including the California Subdivision Map Act, and other applicable Federal, State, and local laws and ordinances related to land use and right-of-way management.
- Methods and techniques for data and map collection, presentation and record management.

Ability to:

- Perform professional engineering computations and analysis and make comprehensive and sound decisions.
- Prepare and present administrative and technical reports and presentations.
- Effectively manage projects and consultants.
- Read, interpret and analyze maps, engineering design plans, estimates, technical manuals, specifications and reports.
- Apply City design requirements, standard details, specifications and other design guidelines.
- Solve difficult engineering problems.
- Follow complex written or verbal instructions and procedures.
- Interpret, apply and explain laws, regulations, standards, policies and procedures.
- Operate a computer using word processing, scheduling, spreadsheets, and business software and other office equipment.
- Communicate effectively, both orally and in writing.
- Establish and maintain and promote positive and effective working relationships with employees, other agencies, and the public.
- Work independently and as a team member; recognize and set priorities and meet deadlines.
- Observe safety principles and work in a safe manner.

Willingness to:

Occasionally perform duties for periods longer than the normal eight-hour work day and attend evening meetings.

Licenses/Certificates:

Possession and continued maintenance of a valid class C California driver's license or the ability to provide alternative transportation as approved by the appointing authority and a safe driving record.

Possession of registration as a professional civil or structural engineer issued by the State of California.

DESIRABLE QUALIFICATIONS:

- Experience working as an engineer in a public agency.

Application and Selection Process

If you are interested in this opportunity, please submit a City of Sunnyvale employment application and responses to the supplemental questions to the Department of Human Resources no later than **5:00 p.m. on Tuesday, April 30, 2024** (postmarks or faxes are not accepted). Candidates are asked to fully describe any training, education, experience or skills relevant to this position. Electronic applications may be submitted on-line through the City's employment page at Sunnyvale.ca.gov and click City Jobs. Late or incomplete applications will not be accepted.

EXAM PROCESS

Applications will be competitively screened based on the minimum qualifications of this position. Based upon a review of the application materials, the most qualified candidates will be invited to participate in the examination process scheduled for **Monday, May 13, 2024**. (Note: The examination process may be changed as deemed necessary by the Director of Human Resources).

SELECTION PROCESS

Those candidates that receive a passing score on the examination will be placed on an eligibility list for up to one year, in accordance with the City's Civil Service Rules and Administrative Policies. Top candidates on the eligibility list will be invited to participate in a selection interview.

Any candidate that is selected by the hiring department will be required to successfully complete a pre-employment process, which may consist of a background history check, as well as a medical exam(s) administered by a City selected physician(s) before hire. Prior to starting work, all newly-hired employees will be fingerprinted to check conviction history. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose conviction history will result in refusal of employment or termination. Positions which are covered by the Department of Transportation regulations are required to submit to a pre-employment drug test and to random drug and alcohol testing.

INFORMATION ABOUT PROOF OF EDUCATION

Please note: Any successful candidate, selected by the hiring department will be required to submit proof of education (i.e., original copy of the diploma or college/university transcripts).

ADDITIONAL INFORMATION

Positions in this job classification are represented by the Sunnyvale Employees Association (SEA).

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

The City of Sunnyvale is an Equal Opportunity Employer. It is the policy of the City of Sunnyvale not to discriminate against all qualified applicants or employees on the basis of actual or perceived race, religion (including religious dress or grooming practice), color, sex (includes gender, pregnancy, childbirth, medical conditions related to pregnancy or childbirth, breastfeeding or medical conditions related to breastfeeding), gender identity and/or gender expression, sexual orientation (including heterosexuality, homosexuality and bisexuality), ethnic or national origin, ancestry, citizenship status, uniformed service member status, marital status, family relationship, age, cancer or HIV/AIDS related medical condition, genetic characteristics and/or genetic information, and physical or mental disability. Applicants needing special accommodations for testing should submit a request to the Department of Human Resources at time of application.

Agency

City of Sunnyvale

Address

456 W. Olive Avenue

Sunnyvale, California, 94086

Website

<https://sunnyvale.ca.gov>

Phone

408-730-7490

Civil Engineer Supplemental Questionnaire

*QUESTION 1

Instructions for completing the supplemental questionnaire:

This supplemental questionnaire will be a primary tool in the evaluation of your qualifications for this position. The supplemental information that you provide will be evaluated along with your completed application. Please limit your response to one page per question. In answering the question(s), be as specific as you can. Some questions may include multiple parts (i.e., (a), (b), (c), (d), etc.). Please make sure to address each part of each question in the supplemental questionnaire below.

Please be advised that you will be 'timed out' of this page after 30 minutes. Therefore, it is best to copy the supplemental questions that require text answers from this page into a document that you can save on your computer, produce your responses in that document, and then copy and paste the responses into the space provided below. Additionally, please save your work continuously.

The completed application and responses to supplemental questions constitute an examination. **Note: qualifying experience must be reflected on the job application form.**

Resumes may be attached, but they will not be accepted in lieu of completing the job experience section of the application or the supplemental questions. The information you provide will be used to further identify those applicants who are best qualified to continue in the selection process for this position.

Your responses to the questions that require you to detail your background and experience should include the following information:*

- The number of years of experience you have had performing the duties that you are describing;
- The name(s) and type(s) of organization(s) where you obtained such experience; and,
- Your role and specific responsibilities within the organization(s).

***Responses to the supplemental questions that indicate "see resume" are considered incomplete.** By checking the 'Yes' response below, I indicate that I have read these instructions for completing the supplemental questionnaire and in accordance with these instructions, I understand that written responses to the supplemental question(s) listed below are required, in order to evaluate my qualifications for this position and for my application to be considered complete.

Additionally, I certify that I have completed the following supplemental questionnaire on my own; the answers accurately reflect my training, education and experience; and, I understand that my responses are subject to verification.

Yes

No

*QUESTION 2

Do you have a Bachelor's degree or above from an accredited college or university in civil engineering or a related field?

Yes

No

***QUESTION 3**

Do you have at least three years of increasingly responsible professional civil, mechanical, or electrical engineering experience?

Yes

No

***QUESTION 4**

If you answered yes to the question above, please describe your experience below. Please include the organization you worked for, your title and specific duties you were responsible for. If you do not have this experience, please enter N/A in the space below.

***QUESTION 5**

Describe your experience managing projects and/or consultants. In your response, please include specific examples, detailing the project costs and complexity along with the details of your specific role in those projects. If you do not have this experience, please enter N/A below.

***QUESTION 6**

Describe your experience keeping multiple projects on-time while maintaining professional quality work. What strategies did you use to ensure success? If you do not have this experience, please enter N/A below.

***QUESTION 7**

Describe how you keep yourself organized. Are there any tools and techniques that you employ?

***QUESTION 8**

Describe your experience with providing customer service. Customer service can include work with the public, different stakeholder groups, agencies, or with a client/developer. What strategies did you use to meet customers' expectations? If you do not have this experience, please enter N/A below.

***QUESTION 9**

This position requires possession of registration as a professional civil or structural engineer issued by the State of California. If you have this registration, please provide your license number in the box below. If you are not registered as a professional civil or structural engineer issued by the State of California, please enter N/A below.

* Required Question