



SAN RAFAEL

THE CITY WITH A MISSION

Junior Engineer/Assistant Engineer/ Associate Civil Engineer

(One position available – Level upon appointment dependent upon experience/qualifications)

\$6,319 - \$7,681 per month (Junior Engineer)

\$7,871 - \$9,568 per month (Assistant Engineer)

\$8,689 - \$10,562 per month (Associate Civil Engineer)

Plus excellent benefits

DEADLINE: *Apply by Monday, January 3, 2022 for first consideration*

The City of San Rafael is seeking a full-time Junior Engineer, Assistant Engineer or Associate Civil Engineer (**one position available** – level will depend upon experience/qualifications) for the San Rafael Sanitation District. This position will perform field and office professional civil engineering work in the planning, design, technical investigation, inspection and construction of projects in wastewater collection systems.

Placement of the individual at a particular level will be based on a combination of factors including education, years and type of experience, and designation or work in progress and the Professional Registration as a licensed civil engineer in California or Engineer in Training (EIT) certification.

Junior Engineer: This is the entry level engineer classification. The position requires a BS degree in Civil Engineering and does not require any formal work experience or engineering certification.

Assistant Engineer: This is the initial licensed classification which requires EIT and two years of Junior Engineer level experience (a master's degree shall count for one year of post degree engineering experience. This position performs engineering work in the design, plan review, investigation, inspection and construction of wastewater collection systems, and performs related duties as assigned. This position may oversee the work of contractors for assigned projects and may act as the lead engineer in administrative or technical support performing tasks on the same assigned projects.

Associate Civil Engineer: This is the journey level classification which requires registration as a licensed civil engineer and four years of responsible post degree engineering experience (a master's degree shall count for one year of post degree engineering experience). This position performs difficult and complex engineering work and may serve as a supervisor to a small group of engineers and/or paraprofessional engineering staff. This position calls for a high degree of initiative, technical proficiency, and judgment and is normally responsible for all phases of multiple projects or programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES (may include but are not limited to the following). Duties below are performed at the entry engineer level for Junior Engineer, for the Assistant Engineer the duties are performed at the mid-level engineer requiring more independence and judgment utilizing knowledge and work experience; for Associate Civil Engineer, the professional and licensed civil engineer duties are performed at the full journey level.

- Develops Requests for Qualifications (RFQs) and participate with other department staff in the selection of consulting engineers.
- Prepares and/or assists in the preparation of plans, specifications and estimates pertaining to construction projects.
- Interprets plans and specifications.
- Makes engineering calculations, completes design drawings, makes and revises maps, charts and diagrams.
- Conducts pre-construction meetings with contractors to establish job requirements, i.e. timing, noise level, traffic impact.
- Performs field inspections of various sewer construction projects, in progress and upon completion.
- Prepares written reports on civil engineering issues/projects for the department.
- Meets with a variety of public and private officials, individually and/or in a group setting, on civil engineering matters.
- Research and make recommendations on civil engineering issues/problems.
- Performs project management on Capital Projects during the design, environmental, bidding, and construction phases of the project.
- Performs Resident Engineer duties on Capital Projects during construction.
- Performs inspection and enforcement duties to ensure compliance with applicable design standards, specifications, contracts and legal documents, codes and ordinances.
- Meets with State, Federal, and Local Districts, Agencies, consultants, and engineers to discuss project guidelines, design parameters, policies and procedures.
- Performs work in accordance with local, State, and Federal standards and regulations.
- Designs and prepares plans and specifications and cost estimates for wastewater collection system projects. Researches project design requirements, performs calculations, prepares estimates of time and materials costs and determines sequencing and detour requirements.
- Serves as Project Engineer, including serving as design team leader, handling contract administration and providing design support for the inspector during construction.
- Review plans and maps submitted by private developers for conformity with laws, San Rafael Sanitation District Standards and Ordinances, and accepted professional standards with the goal of protecting the health, safety, and welfare community. Performs certain administrative duties associated with private development approvals such as preparing agreements, collecting fees, and coordinating with other agencies and City departments.
- Investigates field problems affecting the public, property owners, contractors and maintenance operations; collects the necessary data or assigns the collection of data to technical personnel; develops recommendations and meets with the appropriate parties to discuss and implement recommendations.
- Provides engineering information, including District requirements related to sewer improvements, to the public and other City departments. Arranges and participates in conferences with other engineers, developers and the general public on engineering problems.
- Assigns investigation, design and drafting tasks to subordinates, reviews completed work and assists in the developing solutions to difficult problems.
- Develops revised design and construction standards for wastewater collection facilities.
- Researches publications and industry information sources and attends conferences and continuing education courses to keep abreast of new developments in the field of wastewater engineering.
- Prepares special engineering studies and reports, including but not limited to construction diaries, progress payments, state and federal paperwork associated with permitting, staff reports and duties as assigned.
- Participates in engineering inspection and survey activities.

- Prepares written recommendations, correspondence and reports on assigned projects.
- May attend and present information at public meetings.
- Performs related duties as required.

KNOWLEDGE/ABILITY/SKILLS TO:

- Knowledge of principles and practices of civil engineering and surveying.
- Knowledge of basic methods and equipment used in civil engineering construction.
- Thorough knowledge of principles and practices of civil engineering and surveying; and working methods and equipment used in civil engineering construction; pertinent Federal, State, and local rules, regulations and ordinances; and computer applications relating to civil engineering.
- Knowledge of modern civil engineering tools and equipment including a PC and related software, including but not limited to AutoCadd or similar drawing software.
- Ability to analyze engineering problems.
- Ability to present clear, concise written and verbal reports.
- Ability to deal effectively with other engineers, other City and agency staff, private contractors, and the general public.
- Ability to use modern civil engineering equipment including a PC and related software.
- Ability to communicate effectively with a wide range of citizens, other City and agency staff, private contractors both in oral and written format.
- Ability to analyze civil engineering problems, evaluate alternatives, and reach sound conclusions.
- Ability to prepare clear, concise, and accurate reports, records, and correspondence.
- Ability to complete mapping and drafting assignments.
- Ability to establish and maintain effective working relationships.
- Ability to inspect sewer construction projects.

LANGUAGE/MATHEMATICAL/REASONING SKILLS:

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

EDUCATION AND/OR EXPERIENCE:

Junior Engineer:

- Bachelor's degree in Civil Engineering

Assistant Engineer:

- Bachelor's degree in Civil Engineering, AND
- EIT and two years of Junior Engineer level experience (a master's degree shall count for one year of post degree engineering experience).

Associate Civil Engineer:

- Bachelor's degree in Civil Engineering, AND
- Registration as a Civil Engineer in the State of California, AND
- Four years of responsible post degree engineering experience (a master's degree shall count for one year of post degree engineering experience).

OTHER REQUIREMENTS (for all classifications):

- Valid driver's license.

PHYSICAL DEMANDS:

The physical demands described here are the representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk or hear. The employee frequently is required to stand, walk, reach with hands and arms, and taste or smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Hazards are moderate, fairly predictable and protected against.

APPLICATION AND SELECTION PROCESS:

City of San Rafael application is required. Resumes do not substitute for the City application. Candidates should detail related education and experience on the application since this information will be used to determine who will be invited to participate in the next phase of the examination process. The examination process may include any or all of the following: Application appraisal, oral board examination, and written examination. The passing point for the oral and/or written examination final score will be 70%. Prior to appointment, candidate must pass a background check, DMV check, pre-employment physical/drug screen, and fingerprinting. To file an application, go to www.calopps.org. Select "Member Agencies". Select "City of San Rafael". For more information on the City of San Rafael, go to www.cityofsanrafael.org. Follow this link to submit your application: <https://www.calopps.org/san-rafael/job-20187539>

Reasonable Accommodation: The City of San Rafael will make reasonable accommodations in the exam process to accommodate disabled applicants. If you have a disability for which you require an accommodation, please contact us at 415-485-3474 no later than seven (7) calendar days before the test date.