

The City of Saratoga is recruiting for the position of

Associate Civil Engineer (Land Development)

\$110,593 (Step 1) to \$134,430 (Step 5) annual, FLSA Exempt/Salary



The City of Saratoga is currently looking for a full-time **Associate Civil Engineer** to join our Community Development Department. The incumbent will report directly to the Community Development Director.

Tucked away in the foothills of the Santa Cruz Mountains of California, Saratoga is an attractive residential community with a population of approximately 30,000 known for its excellent schools and prestigious neighborhoods. The community's historic downtown district, known as "The Village", has distinctive dining, unique shops, and numerous buildings dating back to the late 1800's and early 1900's. The Village is an attraction for resident and visitors alike wishing to enjoy excellent food, spa experiences, and unique shops. Saratoga also serves as a respite from the hustle and bustle of Silicon Valley and is home to Montalvo Arts Center, the Mountain Winery, and Hakone Gardens, the oldest Japanese-style residential garden in the Western Hemisphere, maintained and run by the Hakone Foundation.

The ideal candidate will have the skills and experience necessary to perform a wide variety of professional engineering activities in connection with private land development; provide project management and administration; confer with developers, contractors, and representatives of other agencies regarding facility development; administer professional services and construction contracts; provide professional staff assistance to management, other departments, and the public in areas of expertise; perform a variety of studies and prepare and present staff reports; and perform related work as required.

THE PROCESS

The application final filing date for this position is Thursday, August 8, 2019 at 3:00 pm.

To be considered for this dynamic career opportunity, please apply online through www.calopps.org and click on member agencies, followed by the City of Saratoga. As part of the online application process, please attach your resume and answers to the required supplemental questions as part of this announcement. Applications will be considered incomplete if the resume and answers to the supplemental questionnaire (see last section below) are not included with the online application.

TYPICAL DUTIES

The duties described below are intended to provide only a summary of the typical functions of the job. This is not an exhaustive or comprehensive list of all possible job responsibilities and the duties of the jobholder might differ from those outlined in the job description.

- Plan, design, and/or inspect all phases of civil engineering land development construction projects; perform inspections of projects in the field as well as examination of plans and specifications in the field or office.
- Confers with applicants and contractors regarding land development projects.
- Review and process plans for land development projects to ensure compliance with established contracts, City codes, and other applicable requirements; Determine and enforce applicable codes, regulations, and requirements for assigned projects.
- Review and process plans for subdivisions, lot line adjustments, lot mergers, and certificates of compliance; Review and interpret easements.
- Coordinate and provide oversight for geotechnical review processes.
- Coordinate the City's floodplain management efforts; review land development project plans and

specifications to ensure compliance with the City's floodplain management standards; review and recommend changes to floodplain management standards as needed.

- Create and modify maps and engineering drawings using AutoCAD and ArcView GIS systems.
- Oversee the activity of professional design and engineering consultants.
- Prepare various studies and reports; Prepare staff reports to City Council as assigned.
- Provide customer service and general assistance to land developers, architects, engineers, third party consultants, property owners, and the general public related to public works or land development projects; answer questions about City construction projects, permit issuance procedures, and land development activities.
- Assist in the development of the division budget.
- Travel to various field and project sites via City vehicle.
- Perform other duties and responsibilities as assigned.

EDUCATION, TRAINING AND EXPERIENCE

Education and Experience:

Bachelor's degree in Civil Engineering or closely related field, from an accredited college or university and three (3) years of increasingly responsible professional engineering experience or two (2) years of experience equivalent to Assistant Engineer with the City of Saratoga.

License or Certificate:

- Possession of valid Class C California driver's license with an acceptable driving record at the time of appointment and throughout employment in this classification is required.
- Registration as a Professional Civil Engineer (PE) in the State of California is required to be hired as Associate Civil Engineer. Selected candidate without PE may be hired as Associate Engineer and required to obtain PE within (2) years from the date of hire.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Civil engineering principles, techniques, policies, and procedures; Methods, materials, and techniques used in the construction of land development projects; Basic principles, practices, procedures, and standards related to City planning, engineering infrastructure development and maintenance, and surveying; Basic principles and practices of engineering program budgeting, cost estimation, funding, project management, and contract administration; General design, layout, and construction practices for public improvements such as streets, storm drains, grading, and landscaping; Land development and subdivision procedures, plan review, mapping, and construction practices; Principles, practices, and techniques of floodplain management; Techniques, procedures, and equipment used for geotechnical review processes; Bidding requirements for civil engineering projects; Project management and contract administration principles and techniques; Engineering plan types, review practices, and permit filing and approval procedures; Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility; Modern office practices and technology, including personal computer hardware and software applications related to the work, such as computer-aided drafting (CAD) concepts and applications and Geographic Information Systems (GIS) programs; Modern developments, current literature, and sources of information regarding engineering; Principles of advanced mathematics and their application to engineering work; Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports; Methods and techniques of effective technical report preparation and presentation; English usage, grammar, spelling, vocabulary, and punctuation; Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and with property owners, developers, contractors, and the public; Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

Conduct complex civil engineering research projects, analyze complex problems, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports; Prepare, understand, and interpret engineering construction plans,

specifications, and other contract documents; Conduct comprehensive engineering studies and prepare reports with recommendations; Assist in and develop and administer contracts for professional services and construction in a public agency setting; Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations, technical written material, and City engineering policies and procedures; Design engineering projects; Read and understand technical drawings and specifications; Perform mathematical and engineering computations with precision; Recognize discrepancies from as-built to contract specifications and recommend reconciliation; Make engineering design computations and check, design, and prepare engineering plans and studies; Effectively represent the department and the City in meetings with governmental agencies, community groups, and various business, professional, and regulatory organizations and individuals; Direct the work of contract consultants; Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, legal descriptions, and other written materials; Establish and maintain a variety of filing, record-keeping, and tracking systems; Make sound, independent decisions within established policy and procedural guidelines; Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines; Operate modern office equipment including computer equipment and specialized software applications programs; Use English effectively to communicate in person, over the telephone, and in writing; Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines; Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Physical Requirements and Working Conditions:

The work environment and physical demands described here are representative of those required by an employee to perform to the essential functions of this job with or without reasonable accommodation.

- Sufficient personal mobility to work in a standard office setting and use standard office equipment including a computer.
- The ability to operate a motor vehicle and the mobility to travel to various City and meeting sites; the ability to inspect development sites including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points.
- The ability to stand for moderate periods of time and the ability to walk between work areas and to conduct inspections.
- The ability to safely lift, carry, push, and pull materials and objects weighing up to 20 pounds.
- Finger dexterity to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.
- Employees perform some work in the field and may occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes.
- Sufficient clarity of speech and hearing or other communication capabilities to enable the employee to communicate effectively.
- Sufficient vision or other powers of observation to enable the employee to review a wide variety of materials in electronic or hard copy form.

Environmental Requirements:

Under California law (California Government Code Section 3100-3109), all City of Saratoga employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Saratoga employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

COMPENSATION AND BENEFITS

The City of Saratoga provides an excellent total compensation and benefits package along with a 9/80 Work Schedule: Nine-hour days Monday through Thursday, eight-hours one Friday, off the next Friday.

A summary of benefits may be obtained online at <https://www.saratoga.ca.us/177/Salary-Benefits>

To learn more about the City of Saratoga, visit www.saratoga.ca.us

REQUIRED SUPPLEMENTAL QUESTIONS

Please respond briefly but adequately to fully address each of the following questions. You may draw on applicable experience through your work, education, or volunteering experience.

1. Describe your computer experience including word processing, spread sheets, computer aided drafting and design (CADD) and Geographic Information System (GIS).
2. Please describe your experience preparing or reviewing grading and drainage plans.
3. Please describe your experience reviewing and interpreting easements.