



CITY OF TURLOCK
invites applications for the position of:
Civil Engineer. Senior

An Equal Opportunity Employer

SALARY

Monthly
\$7,436.00 - \$9,039.00

OPENING DATE: 10/11/21

CLOSING DATE: 11/01/21 05:00 PM

POSITION
INFORMATION:

The City of Turlock is seeking applicants for a Senior Civil Engineer who would be responsible to perform complex engineering calculations and to review development maps and plans for compliance with State and Municipal Codes and specifications. This classification is assigned to the Turlock City Employee's Association Unit for labor relations purposes and is subject to overtime, standby and call back assignments.

Distinguishing Characteristics:

This position performs complex and technical engineering work. Work involves the application of precise professional engineering knowledge and techniques. It is ordinarily performed under the general supervision of the City Engineer who makes general assignments and inspects work to ensure that it is conducted according to instructions and in conformity with accepted engineering standards.

ESSENTIAL
FUNCTIONS:

Duties may include, but are not limited to the following:

- Participate in the development and implementation of goals and objectives; implement policies and procedures related to the engineering division.
- Assist City Engineer in the preparation and monitoring of the capital improvement program.
- May provide direct supervision as assigned by City Engineer to professional and technical engineering staff within the engineering division; assign daily work and monitor work progress; evaluate work in progress and provide training and technical assistance.
- Administer development reviews for site plan approval for streets, utilities, tentative final subdivision and parcel maps.
- Administer public works construction contracts, supervise quality and exercise control on all public works projects; supervise and perform preparation and maintenance of all required legal descriptions and documents necessary to acquire land, rights of way and easements; process encroachment requests into City Easements and rights of way.
- Supervise, oversee and participate in the development of Civil Engineering designs and plans including the calculation of the quantity, quality and cost of materials and the development of specifications related to the assigned project.
- Participate in the review and approval of subdivision plans; ensure that public improvements comply with City standards, applicable codes, local, federal and state legislation, as well as sound engineering practices.

- Provide administrative and engineering assistance to developers, contractors, consultants, other agencies and the general public to resolve complaints and problems and ensure successful project completion.
- Review the design plans and check results of consulting engineers for compliance with sound engineering principles and City standards and specifications.
- Resolve work problems and interpret routine administrative policies to subordinates, other departments, contractors, consultants and the public.
- Coordinate activities with those of other departments and outside agencies and organizations.
- Assist in budget preparation and administration; maintain budget records and work performance records.
- Prepare RFP's for design services of different projects.
- Prepare legal descriptions related to City rights of way and easements.
- Prepare comprehensive contracts related to construction projects including construction standards, specifications, project schedules and payments plans.
- Provide information to the public, respond to and resolve citizen inquiries and complaints.
- Perform contract administration and construction management of Capital Improvement Projects.
- Supervise and oversee survey and construction inspection activities.
- Direct the preparation and filing of documents and maps related to the assigned area of responsibility.
- Perform related duties as assigned.

KNOWLEDGE,
SKILLS, AND
ABILITIES:

Knowledge of:

- Engineering principles, programs, procedures, practices, forms, and techniques pertinent to functions within the Engineering Division.
- Laws and regulations governing the formation of assessment districts and public works construction.
- Budgeting as practiced in public agencies.
- Recent developments, current literature and sources of information regarding engineering functions applicable to the Engineering Division.
- Principles and practices as applied to computer usage, including but not limited to Auto CAD, spread sheet programs and word processing programs.
- Basic principles and practices of project management.
- Computer applications to engineering and construction management.
- Methods, materials and techniques used in the construction of public works projects.

Ability to:

- Prepare plans and drawings neatly and accurately.
- Make engineering design calculations and check, design and prepare engineering plans.
- Provide skill in the preparation and presentation of clear and concise written and verbal reports.
- Deal effectively with engineers, developers, contractors, property owners and general public.
- Understand and interpret engineering construction plans, specifications and other contract documents.
- Perform technical research and solve difficult engineering problems.

- Coordinate phases of major construction projects and prepare progress reports.
- Conduct comprehensive engineering studies and analyses and prepare reports with appropriate recommendations.
- Ensure project compliance with State, Federal, and local rules, laws and regulations.
- Interpret and apply pertinent laws, rules and regulations.
- Provide direct supervision and training to assigned personnel.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contracted in the course of work.

**EXPERIENCE
AND
EDUCATION:**

Experience:

Five years of increasingly responsible professional public works engineering experience or two years as an Associate Civil Engineer with the City of Turlock, including lead work or supervisory experience.

Education:

Possession of a Bachelor's Degree from an accredited college or university in Civil Engineering and three (3) college units of management/supervisory training. An additional Four years of professional engineering experience may be substituted for a Bachelor's Degree or a combination of experience and engineering class coursework. Management/supervisory training course may be included as part of Bachelor's Degree. If course is not included in Bachelor's Degree, incumbent will have 12 months from date of appointment to obtain coursework.

Note: Employees promoting through flexible staffing must possess 3 units in supervisory/management training at the time of appointment.

SELECTION PROCESS:

1. All applicants must complete a standard City of Turlock application for employment form and submit the following documentation:

- Verification of educational requirements (submit a copy of transcripts or copy of degree)
2. You may submit your required certifications using the following options:
- Attach a scanned copy in the "Add Attachment" option (of the NeoGov online application) or
 - Fax a copy to (209) 668-5529 or
 - Email a copy to tdhanota@turlock.ca.us or
 - Hand deliver copies of your attachments to 156 S. Broadway, Suite 235, Turlock, CA on or before the final filing date.
 - Drop off at the drop box located on A Street

If you are applying on line and attaching documentation to your application, contact Human Resources to assure all of your documentation was received.

3. Applications will be reviewed for possession of the minimum qualifications. In the event that a large number of applicants possess the minimum qualifications, applicants who appear to be the most qualified based on their breadth and recency of experience will be invited to compete in the testing process.

4. Candidates invited to compete in the testing process may be required to take a written examination, which will be based on a pass/fail basis. If a written examination is conducted and a large number of candidates receive a passing score, the City reserves the right to invite a percentage of the top scoring candidates to compete in the next phase of the testing process, the oral examination.
5. Candidates who are invited to participate in the oral examination and receive a score of 70% or more will be placed on an eligibility list. Ranking on the eligibility list will be based solely on the results from the oral exam.
6. Completion of a practical exercise may be conducted in order to further evaluate skills relating to essential job functions.
7. Top candidates on the eligibility list will be referred to the Development Services Director for final appointment consideration.
8. Final appointment will be contingent upon passing the following: reference review, medical examination which includes a drug screening, hearing exam and vision exam.

VETERAN'S PREFERENCE SYSTEM

The City of Turlock has adopted a veteran's preference system (effective January 1, 2002). The percentage score achieved through an entrance (non-promotional) examination which ranks applicants on an eligibility list shall be adjusted to provide: (a) one (1) percentage point added to the final test score for each six (6) months of active service during a time of armed conflict, up to a maximum of five (5) points, and (b) five (5) percentage points added to the final test score for veterans who are disabled as a result of active military service during a time of armed conflict, regardless of length of service. To receive preference points, applicants must provide supporting documentation and proof of honorable discharge. In no event shall an applicant receive more than a five (5) point adjustment. This request should be made in section #12 of the employment application form. *A copy of your DD214 must be attached for this request to be considered.*

AN EQUAL OPPORTUNITY EMPLOYER

The City of Turlock is an Equal Opportunity Employer. We are sincerely interested in receiving applications from qualified minorities, women and the disabled.

Qualified applicants receive equal consideration without regard to race, color, religion, sex, sexual orientation, national origin, ancestry, age, marital status, physical or mental disability, medical condition, political affiliation or belief except where indicated by requirements of the job.

The City of Turlock will make every effort to accommodate applicants that have disabilities that would not allow them to compete in the announced process. Applicants are asked to indicate their request for accommodation in the application form.

MEDICAL EXAMINATION AND DRUG SCREENING

The incumbent will be required to take a medical examination including a drug screening and be fingerprinted.

BENEFITS

Holidays: Ten (10) paid holidays and three (3) floating holidays.

Vacation: Paid vacation that increases with years of service.

Sick Leave: Accrual of one day (eight (8) hours) for each month worked.

Retirement: Qualified candidates who are currently a CalPERS member or have been a CalPERS member within the last six (6) months or are subject to reciprocity with another eligible retirement plan, may be a **"classic member" and may be enrolled in the City's 2.7% @ 55 plan**. Employee pays employee contribution rate of 9% on a pre-tax basis. **CalPERS "final compensation" may be based on the highest twelve (12) continuous months of qualifying employment.**

Non-classic or "new members" will be enrolled in the 2% @ 62 plan and **CalPERS "final compensation" will be based on the highest thirty-six (36) continuous months of qualifying employment.**

Deferred Compensation: The City will match employee's contribution up to one half of one percent (0.5%) of the employee's base salary for each pay period in which employee contributes to the program.

Retiree Health Savings (RHS) Vantage Care: Two (2) percent of the employee's base payroll will be deposited in each individual's RHS Vantage Care account.

Health: The City offers health, prescription, vision, and dental insurance plans for employees and dependents, currently at no cost.

Continuous Service Pay:

Beginning with the tenth (10th) year and every year thereafter, 1.5% of base salary.

Beginning with the fifteenth (15th) year and every year thereafter, 1.5% of base salary.

Beginning with the twentieth (20th) year and every year thereafter, 1.5% of base salary.

Additional Benefits:

- **Master's Degree Incentive Pay (If not listed as a minimum qualification)***
- **Educational Reimbursement Program***
- **Computer Loan Program***

*** Upon completion of probation.**

The City of Turlock does not participate in Social Security, although employees hired after April 1, 1986 participate in Medicare.

NOTES:

Information contained herein does not constitute an expressed or implied contract as it is subject to change.

WHERE TO APPLY

**City of Turlock
Human Resources Division
156 S. Broadway, Suite 235**

Turlock, CA 95380-5454
(209) 668-5540

or

Visit our website at

www.cityofturlock.org to apply.

**ALL APPLICATIONS MUST BE RETURNED TO THE HUMAN
RESOURCES DIVISION. APPLICATIONS WILL BE ACCEPTED UNTIL
MONDAY, NOVEMBER 1, 2021.**

Cell phones are typically incompatible with online application format or browsers. we recommend using a desktop or laptop Computer. If your are still having technical difficulties, please call NEOGOV at 1-855-524-5627.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.cityofturlock.org>

ALTERNATIVE FORMAT MAY BE OBTAINED AT:

156 S. Broadway, Ste. 235

Turlock, CA 95380

(209) 668-5540

(209) 668-5542 ex. 1109

FAX Number: (209) 668-5529

Job #2021-CES-108
CIVIL ENGINEER. SENIOR
TD

An Equal Opportunity Employer
