



The City of Redwood City
Invites Applications for:

ASSISTANT ENGINEER I/II

#25A-60

ANNUAL SALARY

Asst. Engineer I \$108,742 – \$132,953

Asst. Engineer II \$120,286 - \$146,265

*Flexible work schedule available
(with 3 days in office required)*

Closing: August 24, 2025
(Opened August 4, 2025)

*Interested in joining the
Redwood City team?*

Submit your application via
www.CalOpps.org or click:

<https://www.calopps.org/redwood-city/job-20649621> by August 24, 2025

A City application including resume and supplemental questionnaire is required.

Selection Process

Examination process tentatively scheduled for **September 9, 2025**.

All applications, including supplemental questionnaire, will be reviewed for neatness, accuracy, completion, relevant education, experience, training and other job-related qualifications. Those who best meet the stated qualifications and requirements for the position will be invited to participate in the testing process, which will consist of an oral board interview and a writing exercise. The specifics of the selection process will be communicated to those selected candidates.



Why join the Redwood City team?

Diverse. Goal-Oriented. Vibrant. Flexible. These would all be associated with your work in our dynamic community and on our high-performing team. We offer a wide range of meaningful career opportunities with potential for growth, training and development, competitive salaries, flexible work schedules, paid time off, and robust benefits. The Redwood City team is guided by the [core values](#) of *excellence, integrity, service, collaboration and innovation*. Inherent in these values is a great organizational culture based on trust, strong and supportive leadership, respect, risk-taking, empowerment, and effective communication.

The community is known for its inclusivity, strong engaged neighborhoods, and civic pride. The City works diligently to maintain positive and productive relationships with community partners, together providing outstanding services, programs and opportunities for residents and businesses. This mix of tradition and progress, community and diversity, makes Redwood City an extraordinary place to work and call home. If you're looking to grow your career as a part of a hard-working and fun Engineering and Transportation team that fosters innovation, creativity and collaboration, we hope you'll apply.

ABOUT THE POSITION:

This is an excellent opportunity for an entry level or journey level civil engineer in the Traffic & Transportation Division seeking variety and challenges. Please review the detailed job description for the Assistant Engineer I/II [here](#), which includes more information on the duties and essential knowledge, skills, and abilities for this position. This position will be filled at either the I or II level, depending on the experience and qualifications of the selected candidate.

What you'll do, at a glance:

- Process neighborhood traffic requests and complete traffic request evaluations.
- Prepare works orders for Public Works Department for installations.
- Review traffic control plans for development projects and City capital improvement projects.
- Prepare task orders, Request for Proposals (RFP), and contract documents for smaller scale design and construction projects.
- Use AutoCAD to prepare construction plans.

THE IDEAL CANDIDATE

Will embrace the City's emphasis on excellent customer service; will be detail-oriented and able to manage multiple tasks; have the ability to supervise support staff; will successfully perform work requiring analytical ability and be able to synthesize and summarize information; will use initiative and independent judgement; will be a team player who likes working with a variety of City staff and the public; enjoys working in the engineering field; and communicates well with the public.

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BENEFITS

The successful candidate will enjoy the following benefits in [SEIU MOU](#)

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- **Retirement:** Public Employees Retirement System (PERS) CalPERS 2% @ 60 for current members or reciprocal agencies; 2% @ 62 for new members.
- **Health Insurance:** Choose from a range of HMO, PPO and EPO options ;Maximum City contribution is \$2,373.74/month.
- **Dental & Vision Insurance:** The City pays 95% of the premium.
- **Life Insurance**
- **Employee Assistance Program**
- **Vacation Leave:** 10-25 days per year
- **Sick Leave:** 12 days per year
- **Paid Holidays:** 18 days per year
- **Bereavement Leave:** Up to 5 days
- **Fitness Center:** Access at City facilities
- **Education Reimbursement Program** up to \$1,500 annually
- **Commuter Program:** City matches up to \$100/month on commuter expenses.

Core Values:

To serve and enhance Redwood City's community, our employees strive to carry out a set of Core Purpose and Values



MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:

Education & Training

Education equivalent to a Bachelor's Degree from an accredited college or university in civil engineering or a closely related field supplemented with specialized courses in Public Works Engineering. Courses in transportation are highly preferred.

Experience:

The Assistant Engineer I position requires no experience. The Assistant Engineer II position requires a minimum of two years engineering experience similar to that of an Assistant Engineer I in the City of Redwood City.

Licenses & Certificates:

Possession of, or ability to obtain, an appropriate, valid California Driver's License. Incumbent will be required to operate a City vehicle. Possession of an Engineer-In-Training Certificate from the State Board of Registration is desirable.

Knowledge of:

- Transportation engineering principles.
- Multimodal transportation facility and network design, operation, and maintenance.
- Principles and practices of civil engineering as applied to municipal engineering.
- Current methods and materials used in the design and construction of public works projects.
- Topographic surveying, construction surveying, safety engineering, risk management.
- Algebra and trigonometry.
- Computer Software (MS Office, AutoCAD, traffic analysis software (e.g. Synchro, VISSIM), GIS, etc.).
- Principles and practices of project management.
- Familiarity with Manual for Traffic Control Devices (MUTCD) and other transportation standards and guidelines.

Ability to:

- Interact with the public and internal stakeholders and make decisions with a minimum of supervision.
- Interpret, apply, and explain applicable laws, guidelines and regulatory codes, including city ordinances, the state vehicle code, and transportation engineering manuals.
- Deal tactfully with contractors, consultants, engineers, citizens, and property owners.
- Understand and interpret engineering plans and specifications.
- Prepare Plans, Specification, and Estimates (PS&E) for small scale projects.



Please click [Asst. Eng. Specs](#) for listing of position duties.

Employee Safety amidst COVID-19

The City presently provides unlimited COVID testing for employees and typically follows San Mateo County guidance regarding masking and other public health measures.

Prior to Appointment

Candidates will be required to pass a pre-employment physical exam and extensive background check (*at no cost to the candidate*) including the following: Criminal History Check * DMV Check * DOJ fingerprint check * Reference check

SPECIAL INSTRUCTIONS

*A City application and supplemental questionnaire is required. **Applications must be filled out completely.** Failure to list work experience, and education or training or stating "See Resume" in the work experience section of the application will be considered an incomplete application. Resumes may be attached separately, but resumes will not be accepted in lieu of a completed city application.*

SUPPLEMENTAL QUESTIONNAIRE: ASSISTANT ENGINEER #25A-60

The supplemental questionnaire is a key component of your application and will be used to assist us in evaluating your qualifications, background, analytical ability and writing skills.

Please answer the following questions. Applications without answers will not be considered complete. While there is not a strict minimum or maximum word count, we encourage you to take your time to reflect on the prompts and submit thoughtful and complete answers. Please thoroughly and concisely answer the following questions and provide specific examples.

1. We want to understand your qualifications for the position of Assistant Engineer I/II with the City of Redwood City, in Traffic and Transportation Division. Please describe what has prepared you for this position.
2. Please share an example of a transportation-related project that you worked on, the specific role that you played on the project, and one or two things that you learned from the experience.
3. What areas of transportation engineering are of most interest to you and why?
4. What do you see as the biggest transportation challenge facing communities like Redwood City today and what opportunities are there for addressing it?

[The City of Redwood City is proud to be an Equal Opportunity Employer!](#)

The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire. Any provisions contained in this bulletin may be modified or revoked without notice.

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