



Assistant Civil Engineer
\$5,717 - \$6,949 monthly
(Open Competitive Recruitment)

ATTENTION APPLICANTS: PLEASE READ THE JOB BULLETIN THOROUGHLY AND FOLLOW ALL APPLICATION INSTRUCTIONS AND PROCEDURES. APPLICATIONS FAILING TO FULLY COMPLY WITH THE INSTRUCTIONS AND PROCEDURES OUTLINED IN THIS BULLETIN WILL BE REJECTED.

THE OPPORTUNITY:

The City of San Gabriel Public Works Department is recruiting for an Assistant Civil Engineer to join its team. This position provides an exceptional opportunity for the ideal candidate to grow their engineering career with our historic “City with a Mission.” A career with the City of San Gabriel offers excellent pay and benefits, a full array of programs to work on, outstanding training and career development opportunities, and a great location for living and working in Southern California.

IDEAL CANDIDATE:

The ideal candidate aspires to be an outstanding engineering professional and is self-motivated, outgoing, willing, and prepared to work for a multifaceted department that provides a wide array of engineering and public works programs. The ideal candidate will have outstanding work ethic, judgement, communications skills, and interpersonal tact. Most importantly, the ideal candidate will understand and exemplify the principles of public service and the organizational mission of the City of San Gabriel.

SUMMARY OF POSITION DUTIES:

Under direct supervision of the Principal Civil Engineer, the Assistant Civil Engineer performs a diverse range of professional engineering duties in support of complex professional engineering work related to public works facilities and functions. Responsibilities include reviewing and preparing plans and specifications for all types of public works improvements; investigating and making recommendations concerning traffic signals and other traffic control devices; researching and preparing policies and standards; checking subdivision and parcel maps; reviewing private development plans; inspecting ongoing public works improvement projects; plan checking and inspecting civil engineering designs in connection with streets, sidewalks, storm drains, and surveys; investigating and responding to resident and business owner requests related to public right of way issues; and performing other duties as assigned.

For more details on the essential duties of the position, please see the attached position classification specification for Assistant Civil Engineer.

MINIMUM QUALIFICATIONS:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills and abilities would be:

- Bachelor’s degree in civil engineering or equivalent from an accredited institution.
- One year (1) of full-time employment in civil engineering design, surveying, inspection, utilities, transportation, traffic, water quality, engineering plan checking or related field.
- Local government experience is desirable.

Required Certifications/Licenses/ Competencies

Candidates for this position must possess and meet the following:

- Possess a valid California Class “C” Driver’s License;
- Must maintain a satisfactory driving record throughout employment with the City.
- Possession of a valid Certificate of Registration as an Engineer-in-Training (E.I.T) issued by the California State Board of Registration for Professional Engineers and Geologist is required.

SUMMARY OF BENEFITS:

- CalPERS Retirement – CalPERS retirement formula of 2% @ 60 for “Classic” CalPERS members and 2% @ 62 for new CalPERS members (PEPRA). San Gabriel employees (internal candidates) will remain in their existing tier.
- Medical Benefit – City paid contribution of up to \$1,568 per month toward medical, dental, and vision insurance premiums. City offers a choice of multiple medical plans (HMOs and PPOs through CalPERS), Delta Dental PPO or HMO, and VSP vision insurance. Although you typically must insure yourself, coverage of dependents is optional with proof of sufficient coverage elsewhere.
- Retiree Medical – Paid retiree medical insurance, including qualified family members, per vesting schedule established by California Government Code §22893.
- Tuition Reimbursement – Reimbursement of education/tuition costs in an amount not to exceed the tuition for three quarters (0-6 units per quarter) at California State University – Los Angeles (2019-20 rate cap is \$4,995).
- City-paid long term disability insurance;
- City paid life insurance (1x annual salary);
- City-paid Employee Assistance Program (EAP) and Travel Assistance Program for employees and eligible family members.

Allowances, Reimbursements & Special Pays

- Bilingual Pay – \$100 per month for employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish.

Leaves

- Sick Leave – Employees shall accrue 96 hours of sick leave per calendar year (3.692 hours per pay period).
- Vacation Leave – Employees shall accrue 80 to 160 hours of vacation leave per year depending on their length of service with the City. See the approved accrual schedule for more details.
- Holiday Leave – Employees shall be credited pro-rata with 104 hours of holiday leave per year.

Annual Leave Cash-Out Programs

- Sick Leave Cash Out – Employees may cash-out up to 50% of sick leave accrued but unused during the 12-month period ending October 31 of each year.
- Vacation Leave Cash Out – Employees may cash-out up to 40 hours of unused vacation leave each year (election to cash-out must be made in November).
- Holiday Leave Cash Out – Employees may cash-out up to 8 hours of unused holiday leave each year (election to cash-out must be made in January).

Optional/Supplemental Benefits

- 457 Deferred Compensation – Optional enrollment in a tax-deferred, supplemental retirement savings plan from CalPERS (VOYA), ICMA or Empower.
- Supplemental Insurance – Optional enrollment in supplemental insurance plans from Colonial.
- Flexible Spending Account (FSA) – Optional enrollment in the City’s flexible benefit plan for the reimbursement of costs for dependent care and/or health care. Employees may opt to set aside a pre-determined amount of pre-tax income for anticipated dependent care and/or health care costs.

Application Procedure:

Candidates must complete a City of San Gabriel online application. Applications must be thoroughly prepared and include the following three items as attachments: (1) cover letter, (2) professional résumé, and (3) copies of all professional certifications applicable to and/or required for the position. Failure to submit a thoroughly prepared application along with items 1-3 may be disqualifying. To apply, please visit jobs.sangabrielcity.com. **This recruitment will close at 5:00 p.m. on Friday, April 10, 2020 or when a sufficient number of qualified applications have been submitted, whichever occurs first.** *Faxed, emailed, and/or hard copy applications will not be accepted.*

Tentative Recruitment Schedule:

The following is the tentative schedule for this recruitment. If you are interested in applying for this position, please plan in advance to accommodate the schedule. Also, note that the City reserves the right to revise this schedule at any time if it deems necessary.

- Recruitment period..... March 10, 2020– April 10, 2019
- Panel Interview..... Week of April 20
- Selection Interview..... Week of April 27
- Anticipated Start..... June 8, 2020

The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five days prior to the examination date.

All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 圣蓋博市是平等機會的雇主

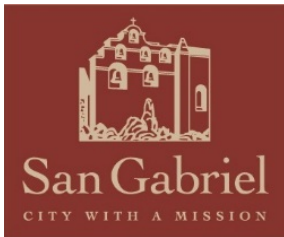
Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.

La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

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San Gabriel, CA 91776

HUMAN RESOURCES DEPARTMENT

(626) 308-2802
hr@sgch.org
www.sangabrielcity.com
JobID#176



CLASSIFICATION SPECIFICATION ASSISTANT CIVIL ENGINEER

JOB SUMMARY:

Under general supervision of the Principal Civil Engineer, the Assistant Civil Engineer learns to perform engineering work in the design, evaluation, and construction of a variety of public works projects; reviews and issues routine public works permits; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Assistant Civil Engineer is an entry-level position that performs simple to moderately complex engineering work. This class differs from an Associate Civil Engineer in that the incumbent performs more routine work and assignments are made under immediate supervision. As experience is gained, there is the potential for greater independence of action within established guidelines.

EXAMPLES OF DUTIES:

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

- Assists with checking engineering plans, specifications, designs, and cost estimates; confers with other professional and technical staff on a variety of engineering projects; prepares designs, maps, estimates, reports, plans, and specifications; and maintains administrative and engineering records.
- Reviews, designs, and evaluates proposals to ensure compliance with laws, ordinances, and acceptable engineering standards; reviews requirements for a wide variety of construction and maintenance projects; provides assistance over the counter by reviewing and issuing routine public works permits; and answers inquiries from residents, business owners, contractors, consultants, and the public, in person, via email, and over the phone regarding processing forms, permit applications and plans, and permit issuance.
- Develops and maintains effective working relationships with contractors, vendors, outside agencies, the public, and City staff; coordinates work with other City departments, outside agencies, contractors, and consultants; and provides engineering services and consultation to a variety of field and office personnel.
- Reviews conditions of public assets in the field including pavement, signs, lighting, sidewalks, storm water, and wastewater collection system components, and may perform inspections of private and public projects.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Basic knowledge of the principles and practices of civil engineering design and construction, including relevant federal, state, and local laws, regulations, and codes relating to engineering

and the environment; and principles and techniques for reviewing designs, plans, specifications, estimates, and reports related to public works projects.

- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

Skills/Abilities:

- Correctly interpret and explain engineering policies and procedures; read, understand, and correctly interpret plans, specifications, designs, and relevant engineering codes; and communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with the public, elected officials, and City staff.
- Prepare clear and concise technical and administrative reports and memoranda including accurate tables, schedules, summaries, and other materials in narrative form; establish and maintain various data collection, record keeping, tracking, filing, and reporting systems; and maintain office and specialized files.
- Establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

Education and Experience:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor's degree in civil engineering or a closely related field.
- One year of experience in the area of civil engineering design, surveying, inspection, utilities, transportation, traffic, water quality, or engineering plan checking.
- Local government experience is desirable.

Licenses and Certifications:

- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.
- Possession of an Engineer-in-Training (E.I.T.) Certificate issued by the California Board for Professional Engineers, Land Surveyors, and Geologists is required.

PHYSICAL DEMANDS:

- Ability to lift up to 15 pounds or more; sit, stand, squat, kneel, climb stairs, stoop, and walk for prolonged periods of time; and get from one location to another in the course of doing business.

WORK ENVIRONMENT:

- Work is performed in a standard office setting and outside. Employee will travel to different locations and may be exposed to inclement weather conditions, noise, vibration, dust, or

potentially hazardous chemicals. Noise level in the work environment is usually moderate to high and the employee may be exposed to loud talking and frequent interruptions from telephones, City staff, and/or members of the public. The nature of the work also requires incumbents to drive motorized vehicles and work in heavy vehicle traffic conditions.

NOTE:

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Established Date: June 26, 2017