



San Gabriel

THE CITY OF
SAN GABRIEL
IS CURRENTLY RECRUITING FOR

Associate Civil Engineer
\$7,079 - \$8,604 monthly
Open Competitive Recruitment

APPLICANT NOTICE: Please read the job bulletin thoroughly and follow all application instructions and procedures stated hereinafter. Applications failing to properly follow all instructions and procedures outlined in this bulletin may be rejected. This recruitment will close on April 6, 2023, at 4pm, or when a sufficient number of applications have been submitted, whichever occurs first.

THE OPPORTUNITY:

The City of San Gabriel's Public Works Department is recruiting for Associate Civil Engineer. The Associates Civil Engineer is an integral position within the Public Work's Department and this position provides an exceptional opportunity for the ideal candidate to advance their career with our historic "City with a Mission." A career with the City of San Gabriel offers excellent pay and benefits, a variety of programs and assignments, outstanding professional training and development opportunities, and a great location for living and working in Southern California.

THE IDEAL CANDIDATE:

The ideal candidate has education, training, and more than three (3) years of full-time experience in civil engineering. The ideal candidate is also highly motivated and has outstanding character, work ethic, judgment, communication skills, interpersonal tact, empathy, and compassion. Most importantly, the ideal candidate is fully committed to the principles of good public service and exemplifies these principles in their performance.

SUMMARY OF POSITION DUTIES:

Under direction of the Principal Civil Engineer, the Associate 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.

MINIMUM QUALIFICATIONS:

Any combination of experience and education may be considered. This position typically requires, at a minimum, the following:

- Bachelor's degree in civil engineering or a closely related field.
- Three (3) years of increasingly responsible work experience in civil engineering design, surveying, inspection, utilities, transportation, traffic, water quality, or plan checking.
- Some work experience in local government and/or a public sector agency is desirable.

Licenses and Certifications:

- Possession of, or ability to obtain within the first six months of employment, a Civil Engineer Professional Engineer (P.E.) license issued by the State of California is required.
- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record while employed in this position are required.

For more detailed information on the job duties and minimum requirements for this position, please see the attached classification specification for Associate Civil Engineer (Appendix A).

SUMMARY OF COMPENSATION & BENEFITS:

- **Salary:** Step A \$7,079 – Step E \$8,604 per month
- **Health Benefits:** 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), two dental plans (Delta HMO and Delta PPO), and VSP vision. Employee may opt-out of the City's medical plan with proof of group coverage elsewhere.
- **Alternative Work Schedule:** An alternative 9/80 or 4/10 work schedule may be allowed depending on the City's needs and employee performance.
- **Remote Work:** Some regularly scheduled remote work may be allowed depending on the City's needs and employee performance. Remote work is not allowed during the probationary period.
- **457 Deferred Compensation Matching Benefit:** City provides a matching contribution of up to \$50 per month to a 457 plan for participating employees. The matching contribution requires the employee to be actively enrolled and contributing to the plan.
- **Education Premium Pay:** Employee's in this classification who have a master's degree from a USDE accredited college or university shall be eligible for premium education pay. Premium education pay for a qualified master's degree is \$300 per month.
- **Tuition Reimbursement:** City provides annual reimbursement of tuition for degree coursework at an accredited college or university in an amount not to exceed the semester tuition rate at California State University – Los Angeles.
- **Long Term Disability (LTD):** City paid LTD insurance.
- **Life Insurance:** City paid life insurance coverage for 100% of annual salary.
- **Employee Assistance Programs (EAP):** City paid EAP for employees and eligible family members.
- **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. Bi-lingual pay must be deemed appropriate for the position and approved by the City.
- **Supplemental Insurance:** City provides employees with supplemental insurance options through Colonial. Enrollment is optional and all premiums are covered by the employee through payroll deduction. The City does not make a contribution towards supplemental insurance premiums.
- **Paid Leaves:**
 - Vacation: Accrue 80 hours of vacation leave per year to start. Annual accrual rate increases up to 160 hours per year pursuant to the authorized vacation accrual schedule.
 - Sick: Accrue 96 hours of sick leave per year.
 - Holiday: 104 hours of paid holiday time per year.
- **Annual Leave Cash-Out Options:**
 - Sick Leave Buy Back: Option to cash-out up to 50% of unused sick leave accrued in the preceding 12-month period (cash-out occurs in November of each year).
 - Vacation Buy Back: Option to cash-out of up to 40 hours of unused vacation leave per year (cash-out occurs in November of each year).

- Holiday Buy Back: May cash-out up to 8 hours of unused holiday per year (cash-out occurs in January of each year).

For more details on the compensation and benefit provisions available to employees in this classification, please reference the published "Salary, Compensation, and Benefits Policy" on the City of San Gabriel official website.

APPLICATION INSTRUCTIONS:

Candidates must complete a City of San Gabriel online application. Applications must be thoroughly prepared and include the following three items as attachments to the online application: (1) cover letter, (2) professional résumé, and (3) copies of all professional certifications required and/or applicable for the position. Only online applications will be accepted. Faxed, emailed, and/or hard copy applications and/or attachments will not be accepted. Failure to submit a properly prepared application along with items 1-3 may be disqualifying. To apply, please visit jobs.sangabrielcity.com.

APPLICATION FILING DEADLINE:

This recruitment will close at 4:00pm on Thursday, April 6, 2023, or when a sufficient number of qualified applications have been submitted, whichever occurs first. Please do not hesitate to apply as this recruitment may close at any time without notice.

RECRUITMENT EXAM PLAN & SCHEDULE (TENTATIVE):

The following is the tentative schedule for this recruitment. Please prepare your schedule in advance to accommodate the anticipated recruitment schedule. Note that this schedule may be changed at any time if deemed necessary. Please call-in or check the posted recruitment bulletin regularly for updates.

- Application Filing Period..... March 10 – April 6
- Panel Interview (100% qualifying) Week of April 10 or April 17
- Selection Interviews..... Week of April 24
- Pre-Employment Process..... Approximately 3-4 weeks
- Target Start Date..... June 5, 2023

PRE-EMPLOYMENT REQUIREMENTS:

Candidates receiving a conditional offer of employment from the City for this position shall be required to satisfactorily complete a (1) supplemental application, (2) medical examination, (3) Live Scan fingerprint check, (4) work experience and education check, and (5) professional reference check. Unsatisfactory results and/or failure to successfully complete any part of pre-employment processes 1-5 shall void any conditional offer of employment for this position. The City maintains the sole discretion to waive any pre-employment item 1-5 if it is deemed appropriate. Such waivers must be approved by the City Manager or his/her designee.

GENERAL EXAMINATION, SELECTION & HIRING PROCESS:

The examination, selection, and hiring process typically includes the following:

1. **Application Screening:** All submitted applications will be screened for minimum qualifications.
2. **Written Exam:** For some positions, a written exam may be administered to help assess applicants for position competency and requirements. Those meeting the minimum qualifications for the position in Step 1 will be invited to a written examination. Typically, the minimum qualifying score on the written exam is 70%. This score may be adjusted depending on the number of examinees, with percentile rankings, average scores and the number of slots available for the oral appraisal interview being used as the basis for adjusting the passing score.

3. **Oral Appraisal Interview:** Those passing Steps 1 and 2 will be invited to the oral appraisal interview. The oral appraisal interview is an assessment of the candidate's experience and preparation for the position by an impartial panel of subject matter experts. Scores from the oral appraisal interview are typically weighted 100% towards the Eligibility List for the position. Candidates must attain a minimum score of 70% on the oral panel interview to qualify for the Eligibility List.
4. **Practical Exam:** For some recruitments, a practical exam may be administered. The practical exam is a supplemental examination/evaluation tool, but is typically not scored or used for qualifying purposes.
5. **Eligibility List:** Those attaining a qualifying score on the examination will be placed on the Eligibility List for this position. Candidates on the Eligibility List are deemed qualified for the position and may be called at any time to participate in a selection interview with the hiring department to fill a vacancy in this position. For more information on Eligibility List requirements, please see Rule VIII of the City's Civil Services Rules.
6. **Selection Interview:** Candidates on the Eligibility List may be called at any time to participate in a selection interview with the Department to fill an immediate and/or anticipated vacancy in the position classification. A selection interview does not guarantee an offer of employment and the Department is not obligated to hire any candidate invited to a selection interview.
7. **Pre-Employment Process:** Upon a conditional offer of employment, which requires the successful completion of a selection interview and recommendation to hire from the Department, candidates shall be required to satisfactorily complete the pre-employment process. The pre-employment process consists of (1) supplemental application, (2) medical examination, (3) fingerprint background check, (4) work experience and education verification, and (5) professional reference check. Some position classifications may also require a comprehensive background check and drug screening as part of the pre-employment process. Failure to successfully complete any part of the pre-employment process shall void any conditional offer of employment.

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 聖蓋博市是平等機會的僱主

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.

HUMAN RESOURCES DEPARTMENT

San Gabriel City Hall
425 South Mission Drive
San Gabriel, CA 91776

(626) 308-2802
hr@sgch.org
www.sangabrielcity.com
JobID#257

Appendix "A"
CLASSIFICATION SPECIFICATION
ASSOCIATE CIVIL ENGINEER

JOB SUMMARY:

Under general supervision of the Principal Civil Engineer, the Associate Civil Engineer checks engineering plans, estimates, reports, and specifications for a wide variety of public and private projects; maintains administrative and engineering records; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Associate Civil Engineer completes a variety of technical assignments in support of the Engineering Division. This class differs from a Senior Civil Engineer due to the level of experience required, complexity of work performed, and ability to make decisions within established guidelines.

EXAMPLES OF DUTIES:

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

- Checks engineering plans, specifications, designs, and cost estimates; receives and checks applications and routine engineering plans submitted for permits; 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 including easements, legal descriptions, plan checks, construction inspections, and materials testing; and assists with traffic engineering and transportation planning activities and studies.
- Performs entitlement reviews of tentative subdivision and other maps, drawings, conceptual plans, reports, and studies for minor and mid-size land development projects; and prepares conditions of approval, impact fee estimates, and city requirements for those projects.
- Assists the Principal Civil Engineer and Senior Civil Engineer with managing capital improvement projects; assists in the preparation of right of way plans, acquisition, and environmental documents and reports; works with other City departments and divisions to identify and prioritize needs related to engineering projects; attends and participates in professional group meetings; prepares City Council and other staff reports as assigned; and maintains administrative and engineering records.
- 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.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- 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, reports, and recommendations 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.
- Three years of increasingly responsible 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 or ability to obtain within the first six months of employment a Civil Engineer Professional Engineer (P.E.) license issued by the State of California 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.

Revised Date: May 9, 2018