



**THE CITY OF ARROYO GRANDE
INVITES APPLICATIONS FOR THE POSITION
OF**

**ASSISTANT/ASSOCIATE ENGINEER
COMMUNITY DEVELOPMENT DEPARTMENT**

APPLICATION DEADLINE:

Apply online at <https://www.governmentjobs.com/careers/arroyogrande> by 11:00 P.M., Wednesday, January 31, 2018. For more information, please contact Human Resources at (805) 473-5410.

SALARY: Assistant Engineer: \$5,374.56 – \$6,532.82/month (Range 38), plus benefits
Associate Engineer: \$6,080.83 - \$7,391.28/month (Range 43), plus benefits

DEFINITION:

To perform a variety of engineering functions in support of City land development, traffic, or capital improvement programs; to coordinate and plan projects including preparation of proposals, reviewing plans, preparing reports and coordinating construction activities; to ensure work quality and adherence to established policies and procedures; and to perform the more technical and complex tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED:

Receives immediate supervision from the City Engineer and general supervision from the Director of Community Development.

DISTINGUISHING CHARACTERISTICS:

Positions in this engineering series are flexibly staffed and candidates may be appointed at any level depending upon the needs of the City and the qualifications of the candidate.

Assistant Engineer - This is the entry-level class in the Civil Engineer series. Since this class is typically used as a training class, incumbents may have limited related work experience. Routine to more complex work is performed requiring the application of fundamental engineering principles.

Associate Engineer: This is the journey-level class within the Civil Engineer series. Employees within this class perform the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies. Assignments are increasingly difficult and complex, requiring the application of professional knowledge and skills.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS:

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

Essential Functions:

1. Perform a variety of professional engineering functions related to land development, traffic or capital improvement projects.
2. Coordinate and plan various capital improvement projects; prepare proposals to solicit professional designs; coordinate various construction activities.

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Essential Functions (cont'd):

3. Prepare civil engineering designs for assigned projects utilizing a variety of computer software programs; perform detailed calculations and computations; prepare and/or review the adequacy and accuracy of computation, preliminary layouts, and design work from field and survey data.
4. Exercise engineering judgment in accordance with current accepted practice of civil engineering and appropriate laws and codes.
5. Prepare special engineering studies and reports; conduct comprehensive engineering studies for water, sewer and street projects.
6. Perform necessary calculations to check engineering drawings prepared by outside consultants.
7. Conduct field inspections of capital projects during construction; ensure compliance with applicable codes and regulations; provide resolutions to construction problems.
8. Provide assistance to construction inspectors in the interpretation of plans and resolution of problems during construction; review record drawings to ensure compliance with original plans and specifications.
9. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of civil engineering.
10. Attend City Council, Traffic Commission and/or Planning Commission meetings; make staff presentations.
11. Prepare detailed staff reports for City Council and Traffic Commission.
12. Assist in preparing the five-year capital improvement program.
13. Perform related field duties and responsibilities as required.

Essential Functions (Development Only):

1. Review and process land development applications; review project parameters with applicants and explain City policies and procedures; make recommendations to proposed plans and prepare conditions of approval.
2. Review final maps, conditions of approval, easement documents and agreements with the City Attorney to ensure compliance with various legal standards.
3. Review traffic studies in accordance with the City's General Plan; make recommendations as appropriate; maintain the City's traffic model.

Marginal Functions:

1. Perform related duties and responsibilities as required.

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QUALIFICATIONS:

Knowledge of: Operations, services and activities of public works engineering program.
Modern and complex principles and practices of engineering design and construction.
Principles and practices of engineering relative to assigned area.
Principles and practices of project and construction management.
Terminology, methods, practices and techniques used in technical engineering report preparation.
Principles and practices of project supervision and administration.
Materials, tools, and equipment used in engineering projects.
Principles of mathematics as applied to engineering work.
Construction principles, practices, methods and materials.
Standard specifications for public works construction.
Subdivision Map Act.
Pertinent Federal, State and local laws, codes and regulations.

Ability to: Perform engineering duties in support of land development, traffic, or capital improvement projects.
Perform construction project management duties.
Manage time efficiently to complete assigned tasks.
Ensure project compliance with appropriate Federal, State and local rules, laws and regulations.
Coordinate phases of construction projects and prepare progress reports.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Prepare and maintain technical engineering records, and prepare comprehensive reports.
Develop, review and modify engineering plans, designs, and specifications.
Exercise engineering judgment to achieve results consistent with objectives.
Interpret and explain City policies and procedures.
Prepare clear and concise technical reports.
Communicate clearly and concisely, both orally and in writing.
Prepare clear written communications, including letters and staff reports.
Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES:

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

A combination of training and experience equivalent to a Bachelor's Degree in Civil, Traffic or Transportation Engineering or a related field, and depending on assignment, related experience in civil, traffic, construction or water resource planning as follows:

Assistant Engineer:

One year of qualifying related work experience and an Engineer in Training (EIT) certificate issued by the State of California is highly desirable.

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Experience and Training Guidelines (cont'd):

Associate Engineer: Three years professional work experience, preferably with a public agency; or two years experience equivalent to an Assistant Engineer with the City of Arroyo Grande. Engineer in Training (EIT) certificate issued by the State of California is required.

All positions require the possession of, or ability to obtain and maintain an appropriate, valid driver's license throughout employment.

WORKING CONDITIONS:

Environmental Conditions:

Office and field environment; travel from site to site; exposure to computer screens, noise, dust and inclement weather conditions; may work around heavy construction equipment; moving objects/vehicles.

Physical Conditions:

Essential functions require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time, and for traveling to various locations.

SELECTION PROCEDURE:

In order to assure maximum objectivity in making the selection, the following selection procedure will be followed:

1. All applications will be reviewed/screened to select qualified applicants.
2. A written and/or oral examination will be administered to the qualified applicants.
3. The top candidates will be interviewed by the Director of Community Development who will make a recommendation for the position to the City Manager. The City Manager's choice for the position will be final. At the City Manager's discretion, all candidates may be rejected.

APPLICATION DEADLINE: WEDNESDAY, JANUARY 31, 2018, 11:00 PM

The provisions of this announcement do not constitute an expressed or implied contract and any provision of this announcement may be modified or revoked without notice.

THE CITY OF ARROYO GRANDE IS AN EQUAL OPPORTUNITY EMPLOYER AND ENCOURAGES MINORITIES, WOMEN, AND PERSONS WITH DISABILITIES TO APPLY. SHOULD YOU REQUIRE ANY ACCOMMODATION FOR TESTING DUE TO A DISABILITY, PLEASE ADVISE AT TIME OF APPLICATION.