



EMPLOYMENT OPPORTUNITY

Assistant Engineer **Public Works Department**

Salary: \$6,197 / monthly / G17
Filing Deadline: Open until filled

The City of El Centro is seeking to fill a vacant full-time position of Assistant Engineer in the El Centro Public Works Department. Applicants should possess the required qualifications as outlined below. Interested applicants should submit a completed job application to the Human Resources Department located at 1275 W. Main St., El Centro by the closing date listed above.

Summary: Under general supervision, review and analyze subdivision plans and proposals for improvement; research and apply City policies regarding engineering construction, bonding and permits; plan, coordinate, and review engineering studies and prepare related reports; serve as project manager regarding public improvements and/or engineering projects, as assigned; assign and monitor tasks given to support staff; and perform other duties, as assigned.

Distinguishing Characteristics: This position receives general supervision from the Principal Engineer, Associate Civil Engineer and Director of Public Works/City Engineer and may provide work direction to regular or temporary employees. Work assignments require frequent interaction with the public, department heads and other employees.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include tasks, knowledge, skills and other characteristics. The following list is not a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Research, plan, and review a variety of public and private engineering projects.
- Work in conjunction with developers, professional engineers, technical or special consultants, City staff, and property owners regarding a variety of engineering projects and serve as the primary point-of-contact.
- Conduct an initial review of the drawings and specifications regarding construction projects.
- Issue encroachment permits.
- Coordinate field inspections of public or private construction projects and assist with the completion and filing of subdivision agreements.
- Assist with the completion and filing of subdivision agreements, process final parcel and tract maps, bonds, deeds, and other documents needed for the filing of such maps.
- Explain project review practices, inspection procedures, field change orders, and engineering documentation requirements to parties related to the engineering project.
- Review engineering plans with regard to materials requested and the expenses to be incurred.
- Prepare bond and fee letters required to initiate projects.
- Prepare recommendations regarding engineering conditions and mitigation measures for major public improvement and private development projects.
- Prepare recommendations regarding proper drainage and grading requirements.

- Ensure that the public right of way is built and maintained in a safe and efficient manner; exercise engineering judgment in accordance with current accepted practices of civil engineering and appropriate laws and codes.
- Issue encroachment and grading permits.
- Assist with the completion and filing of subdivision agreements, process final parcel and tract maps, bonds, deeds, and other documents needed for the filing of such maps.
- Serve as project manager for engineering design and construction projects; administer project from inception to completion including design, review, public meetings, bidding and construction; develop scope of work; serve as liaison between City staff, developers, engineers, consultants, the general public and external agencies on proposed development projects; develop project timelines and set priorities; assign work tasks and oversee the services of consultant staff.
- Monitor expenditures and grant compliance requirements.
- Prepare designs and specifications for assigned projects; develop engineering drawings, construction plans, specifications, contract documents, bid documents, calculations and cost estimates for proposed projects.
- Review engineering designs and construction plans, drawings, specifications, contract documents, cost estimates, engineering calculations and related documents prepared by in-house and consulting engineers and contractors for compliance with professional and City standards and practices; coordinate reviews with other departments and agencies.
- Oversee the services of professional engineering consultants and contractors; determine project scope; prepare request for proposal and project specifications; review, evaluate and recommend consultant; monitor consultant services to ensure compliance with professional engineering standards, mandated rules and regulations, contractual obligations and approved budget.
- Select, train, motivate and evaluate engineering personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Oversee and participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
- Serve as the liaison for the Engineering Division with other divisions, departments and outside agencies; negotiate and resolve sensitive and controversial issues.
- Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
- Provide responsible staff assistance to the Director of Public Works/City Engineer.
- Conduct a variety of organizational studies, investigations and operational studies; recommend modifications to engineering programs, policies and procedures as appropriate.
- Prepare recommendations regarding engineering conditions and mitigation measures for major public improvement and private development projects.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of civil engineering.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Perform related duties and responsibilities as required.
- Acts on behalf of City Engineer during absences.

EDUCATION:

Must meet ONE of the following options:

- Bachelor's degree in Civil Engineering or a related field.
- Engineer-in-Training Certification from the State of California
- Associate of Science degree in Civil, Construction or related field PLUS four (4) years of experience in civil construction and management.

HIGHLY DESIRABLE:

- Professional engineering experience, including design and plan review of public improvement and private development projects desirable.
- Computer-Aided drafting and Design (CADD) experience.
- Geographic Information Systems (GIS) technology experience.
- Engineer-in-Training Certification from the State of California

LICENSE:

REQUIRED:

- Current Class C California driver's license and an acceptable driving record must be maintained.

Required Knowledge, Skills and Abilities:

- Knowledge of civil engineering principles, concepts, and practices.
- Knowledge in general design, layout, and construction practices for public improvement projects such as streets, storm drains, grading, landscaping and trail ways.
- Knowledge in developing subdivision plans related to the field of engineering.
- Knowledge of project management principles and practices, including supervision of construction for purposes of securing compliance with plans and specifications.
- Knowledge of the Capital Improvement Program budgeting and funding practices.
- Knowledge in developing a variety of engineering projects in addition to the permit process.
- Skills in applying advanced mathematical concepts.
- Skills in the operation of a computer terminal and apply spreadsheet and word processing programs.
- Ability to read and interpret specifications to ensure that plans are drawn to scale.
- Ability to track the status of projects and issue permits in accordance with established procedures.
- Ability to communicate effectively, both orally and in writing.
- Ability to prepare and/or analyze engineering plans and specifications to ensure compliance with City standards and governmental requirements.
- Ability to prepare departmental correspondence; prepare and present analyses, studies, staff, and special reports.
- Ability to manage and/or monitor public improvement and private development projects.
- Ability to establish and maintain effective relationships with staff, consultants, developers, contractors, inspectors, utilities personnel, homeowners, and other representatives.

Environmental Factors and Conditions/Physical Requirements:

- Work is routinely performed in office environments with exposure to inclement weather and varying temperatures.
- Frequently required to use hands to finger, handle, grip, grasp or feel objects, tools or controls.
- Frequently required to reach forward, upward, downward with hands and arms.
- Required to drive City vehicles that have either an automatic and standard transmission.
- Frequently required to stand on concrete, asphalt and soft soil surfaces.
- Frequently required to stoop, kneel, crouch, or sit to perform duties.
- Frequently lift and/or move up to 40 pounds and occasionally up to 60 pounds.
- May occasionally be required to use a ladder and must maintain balance during this activity.

If you have a disability that requires assistance at any point in the recruitment process (for example, filling out applications, testing, interviewing), please notify the Human Resources Department. The City of El Centro performs job-related medical/physical evaluations and pre-employment/promotional drug screening. EEO/ADA.