



City of Desert Hot Springs

Invites Applications for the Position of

Associate Engineer

Monthly Salary: \$5,779 - \$7,320

Application Filing Deadline is December 12, 2016

Human Resources Dept., 65-950 Pierson Blvd. Building A, Desert Hot Springs, CA 92240
Telephone: (760) 329-6411, ext. 401 • Fax: (760) 288-0624 • email hr@cityofdhs.org

DEFINITION: Under the direction and general supervision of the Public Works Manager, this position performs a variety of engineering and project management functions in connection with surveying, design, construction, and maintenance of public works projects; and other engineering work as required.

ESSENTIAL FUNCTION STATEMENT: *The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

ESSENTIAL DUTIES:

- Complete the planning, review, comment, and approvals of grading, street, utility, storm drain, and traffic signal improvement plans for both public and private projects.
- Complete the planning, review, comment, and approvals of Hydrology Reports, Water Quality Management Plans, PM10 Plans, and Storm Water Pollution Prevention Plans, for both public and private projects.
- Research and apply current City, County, State, and Federal Engineering Standards to the planning and design of Public Works projects.
- Perform calculations and prepare engineers estimates of unit costs and time and material costs.
- Perform and complete routine project investigation and field inspections reports.
- Assists in the solution of technical engineering problems.
- Research publications and industry information sources, and assists in the development of revised design and construction standards for public works construction.
- Investigate field problems affecting property owners, contractors, and maintenance operations.
- Develop and administer contracts for projects, from planning through the end of construction.
- Coordinate engineering and public works activities with City staff, City departments, utilities, the public, contractors, developers, and outside agencies.
- Gives information over the counter and by telephone regarding questions and concerns in relation to engineering and public works.
- Gives information over the counter and by telephone concerning grading permits, encroachment permits, and transportation permit requirements, amounts of fees, and procedures to apply for permits.
- Oversees consultants and performs drafting, computing, checking, and direction of field operations for engineering projects.
- Provides engineering support to all City departments as required.
- Assists and advises permit applicants with engineering and related problems.
- Assists in the review and formation process and function of Drainage Assessment Districts, Landscape and Lighting Districts, and Community Facility Districts.
- Draft project specific specifications, maps, plans, and diagrams for public bidding process.
- Draft staff reports regarding engineering projects, for City Council review and approval.
- Perform presentations to City Council regarding engineering projects as needed; and
- Performs various related essential duties as required.

EXPERIENCE/EDUCATION

- Graduation from a recognized college/university with a degree in civil engineering
- At least 3 years of Municipal experience, and/or engineering related experience.
- Registration as Professional Engineer issued by the California State Board of Registration for Professional Engineers is preferred.

LICENSE OR CERTIFICATE

This classification requires the use of a vehicle while conducting City business. In order to drive, individuals must be physically capable of operating the vehicles safely and must possess and maintain during the term of employment a valid, Class C, California driver license.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Principles, practices and fundamentals of engineering as applied to public works, utilities, building construction, methods, and materials.
- Techniques used in the construction of public works, utilities, or building construction projects.
- Development Review process and procedures
- Current literature and sources of information regarding engineering.
- Mapping, topography, and construction surveying,
- Program Management, Project Management, and Construction Management
- General methods and procedures for describing real property.

Ability to:

- Read and clearly interpret construction drawings, diagrams, calculations, and engineered plans and maps
- Make computations and provide analysis
- Design and supervise the preparation of engineering plans and specifications
- Communicate clearly and concisely, orally and in writing
- Use and care for engineering instruments and equipment
- Maintain harmonious relationships with those contacted in the course of work
- Comprehend and draw inferences from written material.
- Understand legal descriptions and boundary maps of real property; read and interpret maps and plans
- Operate a vehicle, observing legal and defensive driving practices;
- Organize and maintain accurate records of daily activities and projects, produce weekly and monthly activity reports
- Develop and maintain effective working relationships with others; and
- Ability to successfully pass a pre-employment physical, including drug test.

WORKING CONDITIONS

The work is performed both indoors in an engineering office environment and outdoors at a variety of construction sites. Employee will communicate orally with others, both face to face and on the telephone, in order to respond to inquiries and complaints from customers and when conducting project-related public education activities. All assignments require the employee to read and interpret construction drawings, such as improvement plans, maps and/or blueprints; to sit or stand for extended periods of time with the ability to move about at will; and to review and/or check the work products of others when preparing, reviewing, checking and interpreting plans and/or construction drawings. Employee frequently use a terminal or personal computer keyboard, which requires repetitive arm/hand movement, to prepare written materials such as construction specifications, engineering reports, e-mail messages, City Council packages and other correspondence, and when performing design functions using a computer. Employee communicates orally in a group setting while conducting project-related public meetings. All assignments require employee to walk over rough, uneven or rocky surfaces and to work in traffic when

investigating field conditions, performing field inspections, and/or collecting field samples for testing; and to use calibrated instruments to measure distances for plans and/or maps.

Employee prepares charts, graphs, maps or similar graphics when preparing schedules or sketching details for customers. Also in this assignment, employee will observe or monitor data to comply with design, construction and safety standards, when reviewing engineering calculations for compliance with standard practice or when reviewing technical reports on hazardous materials sites; and estimate labor or material costs from work plans in order to prepare design and construction cost estimates and/or to prepare budgets. On construction sites during field inspections, employee must hear and respond to vehicle backup alarms; observe objects or people to monitor compliance with safety standards, such as checking trench shoring and use of vests and hard hats; and work in a variety of weather conditions with exposure to the elements. These assignments also require employee to discriminate among colors when preparing and/or reading maps with colors as the legend, and when reviewing computer-generated drawings; Additionally, these assignments require the ability to climb ladders or steps, use stomach and lower back muscles to support the body, and coordinate movement of more than one limb simultaneously when conducting field investigations or inspections.

INFORMATION AND BENEFITS

MEDICAL REQUIREMENTS: Selected candidates must pass a pre-employment physical exam, a drug screen, and be fingerprinted for a background check. Failure to pass the medical examination or background check may be cause for rejection or removal from the eligibility list.

PROBATIONARY PERIOD: Employees in this classification serve a probationary period of one (1) year.

EMPLOYEE LEAVE: The City offers a generous Vacation and Sick leave program, plus 10 annual holidays and one (1) floating holiday. Employees accrue 80 hours per year of sick leave; employees accrue 80 hours of vacation leave for the first five years; after five years, employees accrue 120 hours of vacation leave.

RETIREMENT: The City participates in the Social Security system and all employees are covered by the Public Employees Retirement System (PERS). Employees pay the Member's contribution depending on their prior PERS eligibility. Membership is mandatory. The retirement formula for new employees is 2% at 60, or 2% at 62, depending on prior PERS eligibility, with highest three-year compensation average.

INSURANCE: The City contributes a maximum amount per month towards the cost of medical, dental and vision coverage available to employees and dependents; life insurance is paid by the City.

DEFERRED COMPENSATION PLAN: Available for interested employees, offered through ICMA.

DRUG FREE WORKPLACE: In compliance with the DRUG FREE WORKPLACE ACT OF 1988 it is City policy to maintain a drug free workplace.

APPLICATIONS: A completed City application must be on file in the Human Resources Department to be considered for positions within this classification. The job announcement shall not be interpreted as all inclusive. Completed City applications received by the final filing date will be reviewed and those candidates most qualified will be invited to participate in the selection process which may consist of, but not limited to, application screening in relation to position criteria, written examination, oral board interviews, and finalist interviews. Applications must be thoroughly completed. All information on the application is subject to investigation and verification. Resumes may be attached but will not be accepted in lieu of a city application form. Applications and additional information can be obtained by visiting our website at www.cityofdhs.org, by calling the Human Resources Department (760) 329-6411 x401, or at Desert Hot Springs City Hall, 65-950 Pierson Blvd, Monday - Thursday 7am – 6pm.

BULLETIN PROVISIONS: The provisions of this announcement do not constitute a contract, expressed or implied, and any provision contained in this bulletin may be modified or revoked without notice.

The City of Desert Hot Springs is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Desert Hot Springs will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

EOE/AA/ADA

FLSA STATUS: EXEMPT

NON-REPRESENTED

Posted: Nov. 1, 2016