



CITY OF PETALUMA
invites applications for the position of:

Associate/Senior Civil Engineer

SALARY: \$41.96 - \$55.00 Hourly
\$7,273.07 - \$9,533.33 Monthly
\$87,276.80 - \$114,400.00 Annually

DEPARTMENT: Public Works & Utilities

DIVISION: Capital Projects

OPENING DATE: 10/04/18

CLOSING DATE: 11/01/18 11:59 PM

SUMMARY/CLASS CHARACTERISTICS:

We are looking to fill two vacancies at the Associate or Senior Civil Engineer level depending on the experience and qualifications of the successful candidates.

Associate Civil Engineer

Summary

Perform complex and responsible engineering work in the areas of municipal civil engineering; perform design, plan review, inspection, subdivision, and related work.

Class Characteristics

General supervision is provided by the Director; responsibilities may include direct or indirect supervision of lower level professional, technical, and clerical personnel.

This class assists professional technical staff in the varied areas of civil engineering and may act as project leader for major projects. It is distinguished from Traffic Engineer by its responsibility for generalized civil engineering functions. This class is further distinguished from Supervising Civil Engineer, which is a registered engineer and performs the most complex engineering duties and also acts for the Director on a relief basis.

Senior Civil Engineer

Summary

Supervise and perform complex professional engineering work in the design, construction, inspection and review of public or private engineering projects.

Class Characteristics

General direction is provided by the Engineering Manager; responsibilities include the direct and indirect supervision of lower level professional, technical, and support services positions.

The Senior Civil Engineer performs the most complex professional engineering work which requires a substantial level of professional training and experience. Incumbents are expected to exercise considerable discretion and independent judgment in the supervision, coordination and prioritization of different projects within the area of responsibility as well

as in providing direction and technical expertise in the more complex engineering assignments.

DUTIES:

Prepare or direct the preparation of plans, specifications, and estimate pertaining to construction, maintenance, and operation of municipal facilities and equipment.

Participate in the plan review and permit programs, and private development review and inspection.

Review and participate in the development of plans, designs, specifications, and maps for various subdivision and land development projects.

Conduct studies and prepare reports on civil engineering projects.

Inspect project sites to assist in solution of difficult problems.

Research and recommend general civil administration policies and procedures; review policies and operating procedures for conformance to established standards; ensure the City's compliance with various ordinances, codes and applicable laws; review operational conditions in the field.

Make public presentations to the City Council, Planning Commission, other boards and commissions and at community meetings.

Perform related duties as assigned.

For a complete listing of duties for Associate Civil Engineer:

<http://cityofpetaluma.net/hr/pdf/job-descriptions/associate-civil-engineer.pdf>

For a complete listing of duties for Senior Civil Engineer:

<http://cityofpetaluma.net/hr/pdf/job-descriptions/senior-civil-engineer.pdf>

QUALIFICATIONS:**Education and Experience:**

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Associate Civil Engineer**Education:**

A Bachelor's degree with major work in civil engineering or a closely related field.

Experience:

Two years of civil engineering experience. Experience in a municipal or public setting is desirable.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Possession of a valid California Registration as a Professional Civil Engineer.

Senior Civil Engineer**Education:**

A Bachelor's degree with major work in civil engineering or closely related field.

Experience:

Five years of progressively responsible professional engineering experience to demonstrate possession of the knowledge and abilities listed above, including supervisory experience.

Certificates/Licenses:

Registration as a Professional Civil Engineer in the State of California with good standing is required.

Possession of a valid California Class C driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Associate Civil Engineer

While performing the duties of this job, the employee is frequently required to sit for extended periods to read, write reports and talk or listen. The employee is occasionally required to conduct field investigations and operate standard office machines, (i.e. blueprint, photocopiers and computer terminals) and talk or listen. The employee must occasionally lift and/or move up to 50 fifty pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually moderate.

Senior Civil Engineer

While performing the duties of this job, the employee will be frequently required to sit and talk and hear. The employee will be required to stand, walk, and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to sit, enter data into a terminal, personal computer or keyboard device; operate office equipment requiring repetitive arm/hand movement. The employee will occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is occasionally exposed to outside weather conditions and must operate an automobile to attend various meetings and workshops. The noise level in the work environment is usually moderate.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityofpetaluma.net>

Position #2017-00033
ASSOCIATE/SENIOR CIVIL ENGINEER
AK

11 English Street
Petaluma, CA 94952
707-778-4534

hr@ci.petaluma.ca.us

Associate/Senior Civil Engineer Supplemental Questionnaire

- * 1. Which level are you applying for? Senior Civil Engineer only, Associate Civil Engineer only, or Both levels

- Associate Civil Engineer only
- Senior Civil Engineer only
- Both Levels

* 2. Do you currently possess a valid registration as a Professional Civil Engineer with the State of California?

- Yes No

* 3. What skill sets, attributes, and experiences do you feel make you an ideal candidate for the position, and list 2 or 3 ways you can add value to the organization.

* 4. Please describe your experience working with projects subject to environmental regulations (i.e., mitigation monitoring, resource agency permitting, interactions).

* 5. Please describe your experience inspecting and administering governmental construction projects. What was your level of involvement, responsibilities, and the technical activities you performed?

* 6. Please identify a significant project that demonstrates your civil engineering experience in preparing plans, specifications, and estimates for capital projects. What was your level of involvement, responsibilities, and the technical activities you performed?

* 7. Please describe your experience coordinating the work of others. Include specific information on the projects, employer (s), coordination you provided, number of staff you have overseen and their role/position in the organization.

* Required Question