

**ASSOCIATE ENGINEER****Salary Range: \$79,480 - \$109,289****FILING DATE – November 15, 2018 @ 5:00 p.m.**

**SCOPE OF WORK:** The Associate Engineer is an experienced level position with responsibilities encompassing the entire spectrum of the City's engineering and public works function. Under general supervision, provides professional engineering assistance and prepares staff reports and research in matters related to the public and City staff; participates on routine and more complex engineering and public works projects; and performs related duties as assigned. The position requires an extensive professional background in coordinating work with those of other City departments, public agencies and the public. Professional level support is provided to the Director of Public Works.

**EXAMPLES OF DUTIES:** Investigate issues affecting property owners, contractors and maintenance operations; responds to citizen inquiries and complaints; provide information to the public regarding grading, encroachment permits, right-of-way and property lines, utilities, improvement plan check and payment processes; issue grading permits and encroachment permits in consultation with the Director of Public Works; review plans submitted by consultant engineers and private contractors; check plans for conformance with regulations; and review engineering calculations; provide technical and professional engineering support services relative to assigned area of responsibility; perform special assignments on engineering problems as necessary; assist in the selection and supervision of consultant engineers; monitor the upgrade, repair and replacement of public infrastructure; assist in the preparation and administration of budgets and Capital Improvement Program; may oversee the GIS and Pavement Management programs; review and approve water quality management plans prepared by consulting engineers; assist with NPDES inspections at commercial and industrial facilities; ensure conformance to City specifications and compliance to NPDES requirements; maintain inventories necessary to complete NPDES reports; provide technical and professional engineering support services related to storm water programs; assist with technical decisions regarding appropriate application of best management practices and low impact development standards; assist with administration of the City's waste hauler franchise agreement; recommend engineering conditions and mitigation measures for major construction projects; process final parcel and tract maps, bonds and deeds required for projects; determine the scope of engineering projects; prepare request for proposals and contracts for consulting services; develop plans, specifications and other contract documents for a variety of engineering projects; make technical engineering decisions and establish technical criteria and standards; prepare City Council agenda items on public works matters and attend meetings as required; coordinate the review of funding applications and analysis of engineering fees; prepare complex special engineering studies and reports; provide technical and professional engineering support services related to traffic engineering and traffic signal maintenance operations; respond to and resolve difficult and sensitive citizen inquiries and complaints; establish, maintain and foster positive and harmonious working relationships with City staff and all those contacted in the course of work; perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:** Civil engineering principles, techniques, policies and procedures. Water quality and solid waste program principles and policies. Basic principles, practices, procedures and standards related to City public works and engineering infrastructure development and maintenance. Basic principles of capital improvement cost estimation, project management and contract administration. Applicable laws and regulatory codes relevant to assigned area of responsibility. Basic principles of training and providing functional direction. Computer applications including GIS programs. Methods, materials and techniques used in the construction of public works projects. Principles of advanced mathematics and their application to engineering work. General principles of risk management related to the functions of the assigned area. Practices of researching engineering and design issues, evaluating alternatives, making recommendations and preparing and presenting staff reports. Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone. Safe work practices. General design, layout and construction practices for public improvements. Subdivision engineering and plan review practices. Project management principles and techniques. Capital Improvement Program budgeting practices. Engineering plan types, review practices, and permit filing and approval procedures.

**Ability to:** Conduct complex civil engineering research projects, evaluate alternatives, make sound recommendations and prepare technical staff reports. Prepare, understand, and interpret engineering construction plans, specifications, and other contract documents. Conduct comprehensive engineering studies and prepare reports. Develop and administer contracts for professional services and construction. Issue permits in accordance with established procedures. Interpret, apply and explain complex laws, codes and regulations. Make engineering design computations. Check, design and prepare engineering plans and studies. Represent the department and the City in meetings. Direct and review the work of support staff on a variety of projects. Instruct staff and consultants in work procedures. Prepare clear and concise reports, policies, procedures and other written materials. Use tact, initiative, prudence and independent judgment within general procedural and legal guidelines. Make effective public presentations. Maintain accurate records and files. Establish and maintain effective working relationships. Operate modern office equipment including computer equipment and software programs. Operate a motor vehicle safely. Track the status of projects. Independently interpret and apply City engineering policies and procedures. Independently analyze engineering plans and specifications. Independently manage complex public and private development projects.

### **EDUCATION AND EXPERIENCE:**

A combination of experience and training that would likely provide the required knowledge and abilities may include:  
Education: A Bachelor's degree, or higher, from an accredited college or university with major course work in civil engineering or related field; possession of an advanced degree is desirable.  
Experience: Four or more years of experience in professional engineering and public works; or any combination of education, experience, and training that would likely provide the required knowledge and abilities.

**LICENSE REQUIRED:** Possession of a valid California driver's license and a safe driving record at appointment is required. Must possess registration as an Engineer-in-Training at time of appointment; license as a Registered Professional Civil Engineer in the State of California is highly desirable.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS:**

The sensory demands of the job typically require speaking, hearing, touching, and seeing. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Employee will be required to travel to project locations in the field to inspect construction sites and potential projects or maintenance sites to interact with the public or to observe engineering/public works related concerns. Employee is frequently required to communicate with others, use a telephone and work on a personal computer. Close vision for reading and working on a visual display terminal screen and the ability to focus on small objects is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter or calculator and to operate standard office equipment. Position in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and close to retrieve and file information. Positions in this classification occasionally lift and carry reports and records that typically weigh less than 25 pounds.

### **EMPLOYMENT PROCEDURE:**

City of Aliso Viejo applications are required and can be obtained from the Human Resources Department, 12 Journey, Suite 100, Aliso Viejo, CA 92656, or by calling (949) 425-2511 or by visiting our website at **www.cityofalisoviejo.com**. The Human Resources Department must receive a **completed application, resume and cover letter** by the final filing date and time listed on the front of this flyer to be eligible for consideration. Neither postmarks nor facsimiles will be accepted. Resumes will not, nor will references to a resume, be accepted in lieu of a completed City application.

**An Eligibility List** containing names of successful candidates will be compiled based on the results of the application process. Unless exhausted or canceled sooner, eligibility lists are valid for a period of up to one year.

**Offers of Employment** are made only after interviews are conducted by the Department in which the vacancy exists. Names of candidates on eligibility lists are provided to the Department, which has the option to interview and appoint to fill the vacancy.

**A Medical Examination, Police Records Check, and Background Investigation** may be required of all prospective employees. An **Orientation Period** of six months must be completed by each employee. All employees of the City of Aliso Viejo are employed **At-Will**.

### **BENEFITS FOR EMPLOYEES**

The City of Aliso Viejo provides an array of benefits to employees in addition to maintaining competitive salaries. The following is a partial list of benefits:

**Work Schedule** - The City operates on a 9/80 work schedule, with every other Friday off.

**Salary** - is based upon experience and knowledge of job responsibilities. The City uses a Pay-For-Performance Compensation System.

**Retirement Benefits** - The City participates in the California Public Employees' Retirement System (CalPERS). "Classic Members" participate in the **2% @ 55** retirement benefit and the City pays the full retirement contribution. "New Members" will participate in the **2% @ 62** retirement benefit and the employee pays a portion of the retirement contribution.

**Annual Leave** - Employees earn **176 hours** of annual leave per year, after completion of Orientation Period. Additional hours of annual leave and maximum accrual amounts increase based upon number of years of service. The City also allows an annual cash payout of accrued leave in the amount **40 hours** for 1-5 years of service and **80 hours** for 6+ years of service.

**Holidays** - The City observes **10** paid holidays and provides **one** paid floating holiday annually.

**Cafeteria Benefits Plan** - The City pays **\$1,944.59 per month**, which can be applied towards medical, dental or vision insurance, or other benefits offered on a pre-tax basis through the City's Section 125 Cafeteria Plan. Medical, dental and vision insurance plans are available to part-time employees on a pro-rata basis. A variety of medical insurance plans through the CalPERS Health Benefits program are available.

**Other Benefits** - In addition, the City provides life and long-term disability insurance. An optional Deferred Compensation program and Flexible Spending Accounts are also available to employees.

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**Note: The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The types and levels of employee benefits provided, including City contributions toward benefit costs, are subject to change.**

FOR QUESTIONS PLEASE SEE OUR WEBSITE AT **WWW.CITYOFALISOVIEJO.COM** OR CALL (949) 425-2511. The City of Aliso Viejo is an Equal Opportunity Employer. Minorities are encouraged to apply. **APPLICATIONS MAY BE FILED ONLINE AT: <https://governmentjobs.com/careers/cityofalisoviejo>**

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