



City of Garden Grove
Associate Engineer

SALARY	\$49.84 - \$73.64 Hourly \$8,639.00 - \$12,764.00 Monthly	LOCATION	City Hall, CA
JOB TYPE	Full-Time	JOB NUMBER	2025-059
DEPARTMENT	Public Works	OPENING DATE	02/12/2025
CLOSING DATE	3/10/2025 5:00 PM Pacific		

City and Job Overview



The City of Garden Grove is is now accepting applications for:

ASSOCIATE ENGINEER

Deadline to apply for this recruitment is **Monday, March 10, 2025 at 5:00 p.m. PST.**

Click here to apply online: [Join Our Team](#)

Under direction, the Associate Engineer supervises and participates in office and field engineering work involved in public works design and construction.

The ideal candidate will possess extensive experience designing and preparing engineering drawings using drafting software; have exceptional attention to detail; communicate clearly and effectively both in writing and orally with a variety of people including consultants, contractors, inspectors, and suppliers; possess excellent interpersonal and conflict resolution skills; and be customer service oriented.

There is currently one (1) full-time vacancy in the Traffic Section of the Engineering Division of Public Works and may be used for future vacancies as they occur.

Essential Duties

- Plans, directs, and personally performs complex engineering work in the design and preparation of drawings, specifications and estimates for the construction or maintenance of a wide variety of public works projects, including roads, streets, storm drains, buildings and similar structures;
- Assists and advises engineers, contractors, and developers in meeting engineering department requirements;
- Prepares written reports and maintains accurate records;
- Schedules and coordinates work projects;
- Plans, prepares, and reviews specialized technical studies and investigations;
- Prepares agendas, conducts, and attends meetings and conferences as required;
- Formulates specific work procedures within the general framework of policy using engineering principles;
- Performs other related duties as assigned.

Requirements

EDUCATION & EXPERIENCE:

A bachelor's degree with major course work in civil engineering and three (3) years of professional civil engineering experience, including one (1) year of supervisory experience is required.

An Engineer-In-Training (EIT) certificate or Professional Engineer (PE) license is considered highly desirable.

KNOWLEDGE OF:

Civil engineering principles and practices; methods of design, construction and maintenance of buildings, streets, roads, drains and related structures; strength, properties and use of materials of engineering construction; specification writing; engineering mathematics; real property descriptions and state and local laws relating to public works and utilities construction, tract development and right of way acquisition; customer service techniques and principles.

ABILITY TO:

Make complex engineering computations in the design, construction maintenance and repair of public works improvements or projects; perform technical research work and make detailed analyses; assign and supervise the work of office and field crews; maintain effective public relations; commit to providing quality customer service; communicate clearly and concisely both verbally and in writing.

OTHER REQUIREMENTS:

Must possess a valid Class C California driver license and an acceptable driving record in order to operate a City vehicle. An acceptable driving record is one that has three (3) or fewer DMV points issued within the past five (5) years, and no more than one (1) DUI within the past ten (10) years.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Incumbents in this classification stand, walk, sit, hear normal voice conversation, see long distances, see small details, use a telephone, work on a personal computer and drive a vehicle.

WORK ENVIRONMENT

The work environment described here is representative of those an employee encounters while performing the essential functions of this job. Incumbents in this classification work both inside and out in the field.

Other Important Information

HOW TO APPLY:

Applications are accepted online at: www.ggcity.org/hr. **The deadline to apply is Monday, March 10, 2025 by 5:00 p.m.**

Online application packets must include:

- completed online employment application
- completed supplemental questionnaire

The job application must be completely filled out. A resume cannot substitute for the application or other required information. Be sure to detail any education, training or other relevant course work that would make you a particularly strong candidate.

Your application will be reviewed very carefully, and only those who appear to have the best qualifications will be invited to continue in the selection process. Meeting the minimum requirements does not guarantee an invitation to further testing.

SELECTION PROCESS

The selection process may consist of:

- Oral panel interview and performance exercise – tentatively scheduled for April 1, 2025

Candidates who may need accommodations during the selection process must contact the Human Resources Department at ggjobs@ggcity.org at least one week prior to any test dates.

CANDIDATES WILL ONLY RECEIVE COMMUNICATION THROUGH EMAIL and should be diligent in checking both their email and spam mail.

NEPOTISM POLICY

The City has adopted a Nepotism Policy that may affect the status of a candidate's application. Please refer to the Garden Grove Municipal Code 2.44.440 Nepotism Policy for more information.

EQUAL OPPORTUNITY EMPLOYER

The City of Garden Grove is an Equal Opportunity Employer that does not discriminate on the basis of sex, race, color, marital status, religion, ancestry, national origin, medical condition, non-disqualifying disability, age, sexual orientation, gender identity/expression, genetic information, military/veteran status, or other protected class covered by appropriate law.

DISASTER SERVICE WORKER

Per Government Code 3100, in the event of a disaster, employees of the City of Garden Grove are considered disaster service workers and may be asked to respond accordingly.

Benefits

VACATION

Accrues at the following rates:

- 80 hours upon completion of one (1) year
- 120 hours after one (1) year - 10 hours per month
- 144 hours after nine (9) years - 12 hours per month
- 168 hours after fourteen (14) years - 14 hours per month
- 207 hours after nineteen (19) years - 17.25 hours per month
- 246 hours after twenty-four (24) years and thereafter

HOLIDAYS: 14 paid holidays a year (up to 125 hours)

SICK LEAVE: Accrues at 8 hours for each full calendar month of service.

CAFETERIA PLAN HEALTH INSURANCE: The City provides each eligible employee a fringe benefit allocation to purchase benefits for themselves and their dependents. Any unused portion of the allowance may be put into a deferred compensation plan, or taken as cash at the end of the year, or invested into a Flexible Reimbursement Account in which employees may tax-defer funds to use to pay for childcare or to cover those health and dental care expenses (deductibles, etc.) that are not reimbursed by an insurance carrier.

DEFERRED COMPENSATION PROGRAM: Employees may contribute to a 457(b) account up to the maximum as determined by the IRS annually. There is no City contribution.

RETIREMENT:

Tier I - Employees hired prior to January 1, 2013, are covered by the "2.5% at 55" single highest year option of the Public Employees' Retirement System (PERS) plan. Employees contribute eight percent (8%) of salary to PERS on a tax-deferred basis. Employees hired after January 1, 2013 that have already been enrolled in CalPERS or another reciprocal retirement system and do not have a break in service of more than six (6) months may be hired into Tier I. The plan also includes the 1959 Survivor Benefit (Indexed Level), and \$5,000 death benefit.

Tier II - Employees hired after January 1, 2013, are covered by the "2% at 62" three highest year average option of the Public Employees' Retirement System (PERS) plan. Employees contribute half of the normal cost to PERS on a tax-deferred basis. The plan also includes the 1959 Survivor Benefit (Indexed Level), and \$5,000 death benefit.

BILINGUAL INCENTIVE: Employees may receive \$85 per pay period if designated by the department head and certified by Human Resources to use bilingual verbal and translation abilities for languages such as Spanish, Korean, Vietnamese, or other designated languages. A designated and certified bilingual employee required to utilize his/her verbal-only bilingual abilities (Vietnamese, Korean, Spanish and/or any other language designated by the City Manager) on City business will be paid \$65 each pay period.

TUITION REIMBURSEMENT: Employees who successfully pass probation may receive up to \$3,000 per year for pre-approved completed coursework toward a college degree.

RIDESHARE PROGRAM: Incentives in the form of various gift certificates and transportation subsidies are provided to encourage ride sharing and other types of alternate commuting modes.

Please visit the City's website for more information: <https://ggcity.org/hr/salary-and-benefits>

THE BENEFITS LISTED ABOVE ARE ONLY RELEVANT TO FULL TIME EMPLOYEES. BENEFITS FOR PART-TIME BENEFITED AND NON-BENEFITED EMPLOYEES WILL DIFFER FROM THOSE OF A FULL TIME EMPLOYEE.

Employer

City of Garden Grove

Address

11222 Acacia Parkway
P.O. Box 3070
Garden Grove, California, 92842

Phone

(714) 741-5004

Website

<https://ggcity.org/hr>

Associate Engineer Supplemental Questionnaire

***QUESTION 1**

Please carefully read these instructions: Your responses to the supplemental questions below will be used to determine your qualifications for the position.

You are required to answer ALL of the supplemental questions as truthfully and accurately as possible. Your responses to these questions are subject to verification and may be assessed in subsequent examination parts. Any sign of deliberate misinformation or intentional exaggeration may result in disqualification from this examination process.

Yes – I have read, understood, and agree to these terms.

No – I have read, understood, and do not agree to these terms. I wish to withdraw my application from this process.

- Yes
- No

***QUESTION 2**

What is the highest level of education you have completed?

- Some high school
- High school diploma or equivalent
- Associate's degree
- Bachelor's degree
- Master's degree
- Doctorate or Ph.D.
- None of the above

***QUESTION 3**

How many years of civil engineering experience do you possess?

- I do not have experience in this area
- Less than 1 year
- 1 year but less than 2 years
- 2 years but less than 3 years
- 3 years but less than 4 years
- 4 years but less than 5 years
- 5 years or more

***QUESTION 4**

Do you currently possess a valid California driver license?

- Yes
- No

***QUESTION 5**

Please describe your municipal engineering experience involving public works projects. Be sure to detail your role and responsibilities, project type, and any interactions with contractors, developers, or consultants. If you do not have experience in this area, please write "N/A" below.

***QUESTION 6**

Please describe your experience preparing and presenting reports to City Council, Executive Boards, Commissions, or other elected or appointed bodies. If you do not have experience in this area, please write "N/A" below.

***QUESTION 7**

Please describe any traffic engineering related experience you possess. Be sure to detail your role and responsibilities, project type, and any interactions with contractors, developers, or consultants. If you do not have experience in this area, please write "N/A" below.

***QUESTION 8**

Which of the following desirable certificates do you possess? Select all that apply. Please note: A copy of your certificate(s) must be attached to your application.

- Engineer-In-Training
- Professional Engineer
- None of the above

* Required Question