



INVITES APPLICATIONS FOR THE POSITION OF

## ASSOCIATE CIVIL ENGINEER (Capital Improvement)

APPLY ONLINE AT [WWW.CALOPPS.ORG](http://WWW.CALOPPS.ORG)

### SALARY

\$10,151 - \$12,689 per month

### JOB TYPE

Full-Time

### FILING DEADLINE

Friday, August 28, 2020 @ 5:00 PM

### THE POSITION

The City of Dublin, a dynamic and growing community, is seeking an Associate Civil Engineer (Capital Improvement), responsible for providing professional engineering assistance to the City. Responsibilities will involve managing the design, construction, and post construction phases of the City's Capital Improvement Program projects. The current 5-year Capital Improvement program identifies approximately \$91 million of facilities, parks, and streets projects. This position reports to the Capital Improvement Program Manager.

### EXAMPLES OF DUTIES

- Coordinating and managing the design, permitting, construction, and post construction of the City's Capital Improvement Program projects (Parks, Facilities, and Streets).
- Coordinate assigned projects with other City departments, public agencies, utility companies, and other stakeholders.
- Plans, organizes, and directs engineering work in connection with capital improvement projects.
- Confer with contractors, consulting professionals, construction inspectors, and members of the public.
- Prepares and supervises the preparation of project plans, specifications for the construction of capital improvement projects and other public works projects.
- Review of studies and reports prepared for City projects and public works projects.
- Reviews environmental documents and leads the development of mitigation measures on capital improvement projects.
- Administer contracts and agreements with outside consultants and contractors as appropriate; review work and tasks performed; recommend and monitor billings
- Prepares and reviews project cost estimates and capital improvement program budgets.
- Attends meetings and conferences; prepares reports and makes presentations to the City Council, commissions and other groups.
- Prepares or directs the preparation of grant applications and funding agreements.
- Other duties as assigned.

## QUALIFICATIONS

1. Education: Graduation from an accredited college or university with a bachelor's degree in Civil Engineering or a related field.
2. Experience: Three years of professional experience in Civil Engineering work, including project design, plan review, construction and project management; supervision and construction management of Capital Improvement Project experience is highly preferred.
3. Licenses: Registration as a Professional Engineer (PE) in the State of California is required; Possession of a valid California Class C drivers' license and Certificate of Automobile Insurance for Personal Liability.

### Knowledge Of:

- Engineering principles, practices and methods of planning, design, construction, and maintenance of capital improvement projects.
- Principles and practices of sustainable design.
- The California Environmental Quality Act (CEQA).
- Public Contracts Code, relating to bidding and administering public projects.
- Materials, methods, and techniques in the design and construction of capital improvement projects.
- Applicable federal, state, and local laws pertaining to the design and construction of capital improvement projects.
- Principles and practices of sound business communications.
- Principles and practices of construction management.
- Fundamentals of critical path scheduling.
- Personal computer usage, CAD, spreadsheet, presentation, and word processing applications.

### Ability To:

- Work safely in a hard-hat construction zone.
- Evaluate and interpret complex plans, specifications and to check, design and supervise the construction of a variety of capital improvement projects.
- Administer contracts.
- Work independently under minimal supervision.
- Outline and analyze engineering data and prepare complete and comprehensive reports.
- Make independent investigations in the review of engineering problems and make recommendations for improvement.
- Utilize personal computers and computer software to perform CAD, word processing, spreadsheets, electronic plan review, and specialized functions such as master plans or data base software.
- Determine priorities, and to plan, assign, and supervise work of sub-professional and professional engineering personnel.
- Express ideas effectively in comprehensive written and oral presentations.
- Establish and maintain effective working relationships with management, subordinates, co-workers, consultants, contractors, representatives or other agencies and the general public, using customer service and public relations.
- Prepare staff reports and make presentations at the City Council and Commissions.
- Prepare project plans and specifications
- Represent City at outside agency meetings.
- Prepare grant applications and pursue funding for capital improvement projects.
- Develop and maintain project schedules and budgets

## BENEFITS

The City of Dublin offers an attractive salary compensation and benefits plan in a professional, growth-oriented environment. The salary range for the **ASSOCIATE CIVIL ENGINEER** position is **\$10,151 – \$12,689** per month. The following benefits will complete the compensation package:

- Classic CalPERS Members – 2.7%@55; EPMC 0%; 7% Cost Sharing; Single Highest Year
- New CalPERS Members Tier effective 1/1/13 – 2.0%@62; 3.05 Cost Sharing; 3-Year Final Avg. Compensation
- Pay-for-Performance system available

- Choice of medical plans through PERS with the City contributing up to \$1,780.31 per month; (\$1,900 per month beginning January 2021)
- Post-retirement medical provided under Government Code Section 22892(b) as established by the Public Employees' Medical and Hospital Care Act (PEMHCA) through CalPERS; PEMHCA Minimum.
- City-paid full family dental insurance
- City-paid single vision plan; optional family coverage
- IRS Section 125 plan/\$900 annual account seed money (HRA); (\$1,000 HRA beginning January 2021)
- City-paid \$50,000 term life insurance
- City-paid long-term disability insurance
- Employee Assistance Plan
- Education reimbursement program
- Wellness reimbursement program \$25 per month
- Civic Service Leave (Volunteer time off) – 8 hours per fiscal year
- Thirteen paid holidays (including one floating holiday) per year; (2 Floating Holidays beginning January 2021)
- Administrative Time Off – 40 hours of administrative leave annually, with the option of being paid for up to 20 hours
- Approximately 22 days per year of General Leave in lieu of traditional sick & vacation leave; increases with longevity

In addition to the above benefits, the City offers voluntary participation in a deferred compensation program, short-term disability program, supplemental life insurance, Dependent Care Assistance program and a credit union.

The City of Dublin does not participate in the Social Security system except for a mandatory Medicare.

## **ABOUT THE DEPARTMENT**

The City's Public Works Department encompasses a multitude of municipal public works and engineering services, including public works maintenance and inspection services, traffic and general engineering, private development review and inspection, capital project design and implementation. While there are 18 full time employees in the Department, Public Works services, such as building, park, and street maintenance, are staffed by contractors.

## **ABOUT THE CITY**

The City of Dublin is located in eastern Alameda County, approximately 35 miles southeast of San Francisco. The City was incorporated in 1982 with a current population of 65,716 within 14.59 square miles. Dublin's strategic "crossroad" location at the intersection of Interstate 580 and 680 has made the City freeway close and conveniently accessible to the Bay Area with two BART stations.

## **COMMITMENT TO COMMUNITY SERVICE**

The City of Dublin is continually striving to enhance the services provided to our customers. The City organization is committed to creating a challenging and rewarding environment in which all employees representing the City are motivated to respond to the needs of the City's customers. In setting high standards for ourselves, we take pride in:

- Being a responsive and proactive City team, in touch with the changing needs and expectations of the Dublin community.
- Providing the highest level of quality service in all City programs and activities.
- Promoting a "can do" attitude using common sense along with technical/professional knowledge.
- Being committed to high professional standards. A professional attitude encourages an objective approach to analyses of issues.
- Providing information and resources to our customers in a friendly and helpful manner.

## **THE SELECTION PROCESS**

The best qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which will consist of written and/or oral components. Finalists may be requested to submit personal information necessary to conduct a complete background investigation prior to a final selection by the City.

Candidates who successfully complete the interview process may be placed on an employment eligibility list. This list may be canceled at any time, without notice to candidates. All offers of employment are conditional upon the ability to provide verification of authorization to work in the United States. In addition, positions located in the Parks and/or Police Services Department are subject to a background check, including fingerprinting prior to employment.

## **EQUAL OPPORTUNITY EMPLOYER**

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, or age.

## **HOW TO APPLY**

Apply online at [www.CalOpps.org](http://www.CalOpps.org). Once there, click on “**Member Agencies,**” under “**East Bay**” select “**Dublin,**” then on “**ASSOCIATE CIVIL ENGINEER**” and “**Apply for Job.**” Applications must be received by **5:00 p.m. on Friday, August 28, 2020.** No faxed or e-mailed applications or postmarks will be accepted.

THIS ANNOUNCEMENT is meant only as a general description guide and is subject to change. The information contained herein does not constitute an expressed or implied contract of employment and these provisions are subject to change.

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## **SUPPLEMENTAL QUESTION(S)**

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The City of Dublin has determined the need to obtain additional information on selected candidates for the City’s Associate Civil Engineer position. In order to continue in the City’s recruitment process, you are required to complete this Supplemental Questionnaire along with your online application in [www.CalOpps.org](http://www.CalOpps.org)

If you have additional questions regarding the recruitment, please contact Human Resources at (925) 833-6605.

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Limit your response to 250 words for each question.

1. Describe your experience in designing or managing the design of capital improvement projects.
2. Describe your experience in managing the construction of capital improvement projects.
3. Tell us about the most challenging project that you have been worked on, in the last 3 years.