



The City of Pleasant Hill

Invites Applications For

ASSISTANT ENGINEER

Application Deadline: Wednesday, July 31, 2024 at 5:00 PM

\$5,000 one-time sign-on bonus

Monthly Salary: \$7,718 to \$9,974

Eff. 11/1/2024: 3.25% COLA and Step G added to pay schedule (\$7,969 to \$10,555/month)

Eff. 11/1/2025: 3.5% COLA (\$8,248 to \$10,924/month)

THE POSITION

The City is seeking an Assistant Engineer to perform and assist varied civil engineering work in the design, review, construction, and inspection of a variety of municipal and development projects, and to act as a general assistant to senior level departmental staff. The ideal candidate is committed to public service and excels in and fosters a team environment.

EXAMPLES OF DUTIES

Under direction of the Public Works Director or designee, duties may include, but are not limited to, the following:

- Coordinate the development of plans, specifications, and estimates (PS&E) for construction and major repair of public works systems.
- Confer with supervisors and staff regarding project priorities and major repair of public works systems.
- Check subdivision plans for conformance to City standards.
- Administer construction contracts by coordinating with consulting engineers'; inspect project sites to assist in solution of difficult problems; and interpret specifications.
- Participate in the preparation of special engineering studies and reports.
- Coordinate public works systems activities with other City departments, divisions, and sections and with outside agencies.
- Assist in the preparation of the division's budget.
- Review and check tentative and final land division and subdivision improvement plans and agreements for accuracy and conformance with City codes, ordinances and policies.
- Participate in the development of Conditions of Approval for private development projects.
- Assist in the preparation of the Capital Improvement Program (CIP).
- Attend City Council meetings and represent division as required.
- Attend engineering meetings and conferences to keep abreast of current municipal engineering techniques.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of engineering as applied to public works and construction projects.

- Methods and techniques used in the design and construction of a variety of public works projects.
- Modern developments, current literature and sources of information regarding the assigned area of engineering.
- Applicable federal and state laws and regulations.
- Applicable laws and regulatory codes related to development and construction.

Ability to:

- Plan, direct and coordinate public works engineering projects.
- Communicate clearly and concisely, orally and in writing as an agent of the City with residents, business partners, and elected officials.
- Prepare specifications, cost estimates, work schedules, plans, maps and reports.
- Make complex engineering computations and check, design, and inspect the construction of a wide variety of public and private facilities.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two years of experience in the performance of engineering work.

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering.

LICENSE OR CERTIFICATE

Possession of, or ability to obtain, an appropriate California driver's license, and a satisfactory driving record.

COMPENSATION AND BENEFITS

The City of Pleasant Hill offers a competitive compensation and benefits program. For detailed benefit information, please review the [Memorandum of Understanding between the City and Professional & Confidential Employees Association](#).

- **Sign-on Bonus: One-time \$5,000 bonus. \$2,500 on hire and \$2,500 after successful completion of 1 year probation. The bonus is subject to taxes and is not reportable to CalPERS.**
- **Monthly salary: \$7,718 to \$9,974 and appointment will be based on the qualifications and experience of the selected applicant. Effective 11/1/2024: 3.25% COLA and Step G added to pay schedule (\$7,969 to \$10,555/month). Effective 11/1/2025: 3.5% COLA (\$8,248 to \$10,924/month).**
- **Health/Medical Benefit: Choice of coverage with Kaiser or Blue Shield. The City pays 75% of the Kaiser monthly premium at each coverage level. In lieu of medical coverage, the employee may elect to receive \$400 (employee only coverage) or \$500 (employee + 1 coverage) or \$600 (family coverage) in cash or a pre-tax contribution into a MissionSquare Retirement 457 deferred compensation plan.**
- **Dental & Vision Coverage: City-paid for employee and eligible dependents.**
- **CalPERS Retirement: Enrollment in either 2%@60 (Classic Member) or 2%@62 (PEPRA New Member).**
- **MissionSquare Retirement 457 Deferred Compensation & Roth IRA Plans: Voluntary plans available to all employees.**
- **Retirement Health Savings Program: City contributes \$75/month.**
- **Life Insurance: City provided life insurance coverage (\$50,000).**
- **Long Term Disability: City-paid long-term disability coverage.**

- **Medicare:** Employees contribute 1.45% to Medicare with employer match.
- **Flexible Spending Account (Section 125 Plan):** Dependent care and out-of-pocket medical costs may be paid on a pre-tax basis.
- **Holidays:** City recognizes 14 paid holidays per year.
- **Sick Leave:** Earned at the rate of one day per month.
- **Vacation:** Earned at the rate of 12 days per year, increasing with service years.
- **Personal Leave:** One day per year to take off as a personal leave day.
- *The City does not participate in Social Security.*

APPLICATION

A completed application and supplemental questionnaire must be submitted online at CalOpps via the following link <https://www.calopps.org/city-of-pleasant-hill>. Deadline to apply is 5:00 p.m. on Wednesday, July 31, 2024. Resumes are not accepted in lieu of the City application.

SELECTION

The most qualified candidates will be invited for an oral board interview, based on background and experience as evidenced by their application. A written exam may be included as part of the selection process. To be placed on an eligibility list, an applicant must receive a passing score of 70 or more from each member of the oral board panel and on the written exam.

IMMIGRATION REFORM AND CONTROL ACT

To comply with the Immigration Reform and Control Act, all new employees are required to provide proof of U.S. citizenship or authorization to work in the United States on their first day of employment.

EQUAL OPPORTUNITY EMPLOYER

The City of Pleasant Hill is an Equal Opportunity Employer. In accordance with the Americans with Disabilities Act of 1990 (ADA), requests for special accommodations during any stage of the examination process should be made in advance to the Human Resources Department.