



City of Oakland

Assistant Engineer II (Office) (Open) (Continuous)

SALARY	\$9,032.90 - \$11,089.83 Monthly \$108,394.80 - \$133,077.96 Annually	LOCATION	Oakland, CA
JOB TYPE	Full Time	JOB NUMBER	21-ET113-06
DEPARTMENT	Oakland Public Works Department	OPENING DATE	11/01/2021
CLOSING DATE	Continuous	FLSA	Non-Exempt
BARGAINING UNIT	TF1		

The Position

The City of Oakland is an equal opportunity employer that values workforce diversity, inclusion, and equity. Oakland has a long history of activism around issues of justice and equity. Both oppression and this resistance to oppression have shaped the city's historical roots and the lives of its residents to this day. As public servants to one of the most diverse cities in the nation, we strive to develop employees who understand the harm and impacts of systemic inequity to create lasting, meaningful outcomes for everyone. Oakland strives to establish an environment that embraces the richness of culture, community, and individualism of employees.

The City of Oakland is currently recruiting to fill fifteen (15) Assistant Engineer II (Office) vacancies within the Oakland Public Works Department, the Planning and Building Department and the Department of Transportation. The ideal candidate will work in a dynamic environment performing extensive technical and non-technical reviews of building structures for compliance with state laws and local regulations as well as possess basic knowledge of civil/structural engineering principles; excellent written and verbal communication skills; and works well in both a team and individual setting.

Under general supervision in the Oakland Public Works Department (OPW), the Planning and Building Department (PBD) or the Department of Transportation (DOT), performs civil engineering work; plans and designs street, storm, sewer, traffic systems, and other public works projects; acts as resident engineer on medium to small size public works projects; reviews engineering reports, drawings, and calculations for buildings, structures, streets, sewers, and other similar facilities to ensure compliance with codes, regulations, and ordinances; may perform plan check; may provide technical direction to Assistant Engineer I and assigned personnel; and performs related duties as assigned.

This is a first working level in the professional engineering series and incumbents possess an Engineer-in-Training certificate. Incumbents have a good working knowledge of various aspects of civil engineering including land development, planning, design, construction, and maintenance of a wide variety of civil engineering projects, as well as building design standards and regulations. This classification can be distinguished from a Civil Engineer in that the latter requires the registration as a Civil Engineer, can perform as Engineer-in-Charge, is responsible for large and complex construction projects, and provides lead and technical direction. Assistant Engineer IIs may be assigned to work in the areas: design, construction, engineering/land use, and plan check.

The incumbent receives general supervision from a Civil Engineer, Supervising Civil Engineer, Transportation Engineer, Supervising Transportation Engineer, Senior Transportation Planner or Transportation Planner III and may provide technical direction to Assistant Engineer I and assigned personnel.

This is a public contact position. Although no current vacancies require a specific language, bilingual skills are highly desirable, and the eligible list may be used to fill future vacancies that may require bilingual skills.

The eligibility list established from this recruitment may be used to fill other vacancies that occur within the City including full-time and permanent part-time positions, if applicable.

Flexible Staffing: This classification has been designated for flexible staffing. Incumbents in the Assistant Engineer I classification may be eligible to advance without formal examination to the Assistant Engineer II classification in accordance with established City flexible staffing policies and procedures.

This recruitment may close without notice once a sufficient number of applications have been received.

* Click on the link below to see a video on what it's like to work for the City of Oakland!

[Working for the City of Oakland](#)

Examples of Duties

Duties may include, but are not limited to the following:

- Perform a broad range of design activities in preparing plans, specifications, and cost estimates; assist in the development of design procedures; interpret the application of design criteria; check plans, calculations, and specifications for accuracy of design and completeness, and for conformance to applicable codes, regulations, and ordinances.
- May assist Civil Engineer on large and complex Public Works construction projects or act as resident engineer on medium to small size projects; coordinate capital improvements projects with contractors, utility companies, other agencies, and the general public; interpret and plot survey data; performs some field inspection; administer construction contracts; prepare daily progress and final reports when assigned to field duties.
- Interpret and enforce codes, regulations, and ordinances in the performance of plan check activities; calculate building valuation; review and approves routine subdivision and land development proposals for compliance with engineering standards; coordinate plan review process with other departments and agencies; process applications for street/path vacations, encroachments, and easements.
- Prepare routine engineering reports, correspondence, agreements and Council resolutions; assist in preparing legal property descriptions; provide technical information, including code assistance to staff, design professionals, contractors, property owners, and the public; review and approve minor construction plans and related documents for compliance with state and local building codes and regulations; investigate routine complaints regarding existing conditions of buildings and public works facilities.
- Drive a vehicle to work site; may be required to walk uneven surfaces, climb ladders or crawl into closed areas to perform site inspections, take measurements or other field duties; protective wear such as hard hat and boots may be required.
- Operate a computer to perform computer aided design duties and may sit or stand for periods of time depending on assignment.

Minimum Requirements for Application

Any combination of education and experience that is equivalent to the following minimum qualifications may be acceptable.

Education:

A Bachelor's degree in Civil Engineering from a college or university. A Master's degree in a civil engineering related discipline may be substituted for one (1) year of experience.

Experience:

Two (2) years of civil engineering experience.

License or Certificate / Other Requirements:

Successful incumbents in this position are expected to operate automotive vehicles in the performance of assigned duties. Due to the nature of the assignment and the hours worked, public transportation may not be a cost effective or efficient method for traveling to the various locations required. Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

Possession of a valid Engineer-in-Training (EIT) certificate.

FLEXIBLE STAFFING

Incumbents in the Assistant Engineer I classification are eligible to promote to the Assistant Engineer II classification in accordance with established City policy related to flexible staffing.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Civil engineering principles and practices and their application to building structures and municipal public works.
- Municipal public works design and construction of street, highways, bridges, and other public works facilities and transportation projects; strength of materials and stress analysis.
- Construction methods and materials, including survey and inspection; building construction practices and cost estimating.
- Contract administration.
- Principles and practices of designing and drafting, including the use of computer aided design.
- Building Codes, California Streets and Highways Code, and related codes and regulations.
- Computer systems and software applications.

Ability to:

- Apply established principles and practices of civil engineering.
- Prepare accurate plans, specifications, cost estimates and engineering reports, utilize plot survey data, and make accurate engineering computations and drawings; interpret and plot survey data.
- Write clear, concise reports, correspondence, and memoranda; prepare agreements and compile accurate records.
- Analyze and evaluate design drawings and specifications; identify code deficiencies.
- Provide technical direction and training to other staff.
- Communicate effectively and establish and maintain effective working relationships with those contacted in the performance of required duties.
- Utilize computer systems and software applications.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

Supplemental Information

The Selection Process

Stage I: The first stage in the selection process will consist of a review of each applicant's employment application, copy of Engineer-in-Training (EIT) certificate, and supplemental questionnaire for minimum qualifications (weighted pass/fail). Be sure to scan and attach a copy of your Engineer-in-Training (EIT) certificate to your online application. **Applications submitted without all required materials will not be given further consideration.**

Candidates who demonstrate that they meet the minimum qualification requirements are then invited to participate in an assessment process (or testing) to measure their knowledge, skills, and abilities in job-related areas.

Candidates who do not demonstrate that they meet the minimum qualification requirements will have an opportunity to request a final review. Candidates must request a final review within 5 business days of being notified that they did not meet the minimum qualifications.

In the final review, candidates may clarify information already provided on their application. No additional work history, education, or certifications will be accepted. Any decisions made during this review process will be final.

Stage II: The second stage will consist of subject matter experts evaluating and rating the completed supplemental questionnaires. Applicant responses to the supplemental questions must demonstrate the knowledge, skills and abilities listed in the qualifications section of this announcement. The evaluation of supplemental questions may be weighted 100% of an applicant score (before residency, seniority and/or veteran points, if applicable) and may determine rank on the eligible list. If a sufficient number of quality application packets are received, the supplemental screening may be followed by a third stage and the most qualified applicants will be invited to the next stage. Meeting the minimum qualifications does not guarantee advancement to Stage III.

Stage III: The third stage may consist of an oral examination that may be preceded by a brief written exercise (weighted 100%) that will test the knowledge, skills and abilities listed in the qualifications section.

The ranked eligible list may be developed directly from the supplemental screening OR the results of Stage III. Candidates must earn a scale score of 70 in this examination process to be placed on the eligible list for employment consideration. **This is a continuous recruitment; additional names of successful candidates may be added to the eligible list periodically; candidates' names will be merged onto the existing eligible list and referred to hiring departments according to rank. Candidates who are on an active eligible list may not re-apply for the duration of the eligible list.**

Applicants are required to submit criminal history information upon request after receiving a conditional offer of employment. If the requested information is not furnished in a timely manner, applicants will not qualify for further consideration and will be removed from the eligible list.

The City of Oakland reserves the right to modify the selection process and date of examination as necessary to conform to administrative or business necessity. The information contained in this announcement is subject to change and does not constitute either an expressed or implied contract.

How to Apply

Apply prior to the closing time of the job announcement and allow at least two to three hours to submit your application if you are a new user on the system. **APPLICATIONS ARE ACCEPTED ONLINE ONLY.** You may apply and view current openings by visiting our employment opportunities webpage at: <http://agency.governmentjobs.com/oaklandca/default.cfm>.

If you do not have access to a computer, there are computer stations available at any City of Oakland Public Library. There are also work stations at the Human Resources Management Department, 150 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA 94612. Work stations are available during regular business hours (normally 9:00 a.m. to 5:00 p.m.). **Due to current events and pandemic-related safety concerns, City facilities may be closed to the public.**

Our on-line application system is provided by NeoGov. If you have problems while applying online, please contact NeoGov's Live Applicant Support at (855) 524-5627 between 6:00 AM and 5:00 PM Pacific Time, Monday - Friday. You may also call the City of Oakland Human Resources Management Department during regular business hours at (510) 238-3112 for information; however, we are unable to provide technical support for the online application system.

Date of Examination:

TBD

The City of Oakland is an EEO/ADA Employer.

The City complies with all Federal, State and local laws mandating Equal Employment Opportunities. All qualified applicants will be considered in accordance with applicable laws prohibiting discrimination on the basis of race, color, religion, national origin, ancestry, sex, gender, age, veteran status, disability, marital status, gender identity, or sexual orientation.

Agency

City of Oakland

Address

150 Frank H. Ogawa Plaza - 2nd Floor

Oakland, California, 94612

Phone
(510) 238-3112

Website
<http://www.oaklandca.gov/>

Assistant Engineer II (Office) (Open) (Continuous) Supplemental Questionnaire

*QUESTION 1

REQUIRED DOCUMENT: Applicants must scan and attach a copy of an Engineer-in-Training (EIT) certificate to qualify for participation in the recruitment process. I understand and acknowledge that my application will be considered incomplete if I do not attach the required document.

- Yes
- No

*QUESTION 2

Be sure to answer the supplemental questions thoroughly and accurately. Applicants are responsible for clearly, completely, and accurately identifying their qualifications. The rating of the supplemental questions may determine your application status and/or rank on an eligible list. I have read and understand the statement above concerning submission of supplemental responses.

- Yes
- No

*QUESTION 3

Please clearly and thoroughly state how your education and experience meet the minimum qualifications for this position.

*QUESTION 4

Acting assignments: If you have served in an Acting assignment that you would like considered as experience towards the minimum qualifications requirement, please list the Acting assignment(s) separately in the "Work experience" section of your application. For each Acting assignment, the description must include the Acting job title (use the word Acting as part of the job title), dates and hours served, and duties performed. I understand the above statement and will list any Acting assignments separately in the "Work experience" section of my application form.

- Yes
- No

*QUESTION 5

Please indicate the highest level of education that you have completed.

- Some High School
- High School Diploma or GED
- Some College (no degree)
- Associate's Degree (or similar)
- Bachelor's Degree (or equivalent)
- Master's Degree
- Other (not listed above)

*QUESTION 6

Please indicate your level of experience performing civil engineering.

- None, but willing to learn
- 0-1 years
- 1-2 years
- 2-3 years
- 3 or more years

***QUESTION 7**

Did you scan and attach a copy of your Engineer-in-Training (EIT) certificate to this application?

- Yes, it is attached.
- No, I do not have an Engineer-in-Training (EIT) certificate.

***QUESTION 8**

How would you classify the primary focus of your work background as it pertains to civil engineering?

- The primary focus of my work experience is associated with transportation.
- The primary focus of my work experience is associated with construction management.
- The primary focus of my work experience is associated with building design and plan checking.
- The primary focus of my work experience is associated with design and management of right of way improvements.
- The primary focus of my work experience is not in any of the categories listed above.

***QUESTION 9**

Please describe your experience using computers and software including word processing, spreadsheets, GIS, databases, and engineering analysis (specifically in computer-aided design (CAD) and AutoCAD Civil 3D). Explain what projects and tasks you used the software for.

***QUESTION 10**

Please provide an example of the most challenging technical problem that you have encountered in your career and how you addressed it.

***QUESTION 11**

Please describe a complex design project you performed. Describe your role, the challenges you faced and the steps you took to overcome those challenges.

***QUESTION 12**

Please describe a situation where you interacted with the public, contractor, consultant, and/or another individual who had a complaint or concern about a project or work you were involved in. State how you handled the situation, what you needed to consider as part of your response, and how you addressed the situation.

***QUESTION 13**

Answers to the above supplemental questions MUST be supported by information contained in the "Education" and "Work Experience" sections of this application. Answers not supported by information contained in the "Education" and "Work Experience" sections of this application will NOT be considered. I have read and understand this statement.

- Yes
- No

***QUESTION 14**

This is a public contact position. Although no current vacancies require bilingual skills in a specific language, the eligible list generated from this announcement will be used to fill positions that may or may not require bilingual language skills. For positions in this classification not requiring bilingual language skills, names will be certified in rank order (in accordance with Civil Service Rules, Section 5.02). For positions in this classification requiring selective certification of bilingual language skills, names of eligible candidates certified to the hiring authority shall be the highest ranking candidates willing to accept employment and who possess the additional and special qualifications required (in accordance with Civil Service Rules, Section 5.03, Selective Certification). Such positions will require selective bilingual skills in one or more of the following languages: Spanish, Cantonese, and Mandarin. Please note, identified bilingual skills will be tested prior to a final offer of employment. Candidates must pass the bilingual skills test to be considered for selectively certified positions. Identify the language(s) for which you have bilingual conversational proficiency. If you do not have bilingual conversational proficiency in any of the identified languages, check the appropriate box.

- Cantonese
- Mandarin
- Spanish
- I do not have bilingual conversational proficiency in any of the identified languages, but I am still interested in the position.

* Required Question