



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

CONTRACT ASSISTANT ENGINEER I

2 YEAR LIMITED TERM POSITION
(40 HOURS PER WEEK)
#24B-23

SALARY:
\$53.08 / hourly

Closing date Monday October 14, 2024
(Opened 9/23/24)

Application Process

Apply online at
www.CalOpps.org
Member Agency: Redwood City

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Human Resources Division upon submittal of application.

Selection Process

Oral Board Zoom
tentatively scheduled for
Week of November 4, 2024

All applications including supplemental questionnaires will be reviewed for completion, relevant education, experience, training and other job-related qualifications. Those who best meet the stated qualifications and requirements for the position will be invited to participate in the selection process. The specifics of the selection process will be communicated to those selected candidates.



ABOUT THE CITY

The City of Redwood City is a San Francisco Bay Area community located in the heart of Silicon Valley, the technology-rich region extending from the San Francisco shoreline to the foothills of the Santa Cruz Mountains. Redwood City is the third largest city within the County of San Mateo, with over 82,881 residents. The city enjoys an average of 255 sunny days a year, which it boasts via the city slogan:

"Climate Best by Government Test". We are a community that believes in working together to maintain and improve our quality of life. In fact, the City Council of Redwood City formally adopted a "Core Purpose" - *Build a Great Community Together*. This represents our commitment to community building, which is a crucial part of how we do business every day. Become a part of the team and join us in building a great community!

ABOUT THE POSITION:

The current opening is in the Engineering and Transportation Department and provides an excellent opportunity for an entry level civil engineer seeking variety and challenge. Please review the detailed job description for the Assistant Engineer I [here](#), which includes more information on the duties and essential knowledge, skills, and abilities for this position.

Typical Duties may include the following:

- Process and approve various right of way encroachment and land development permits.
- Coordinate construction schedules and field support for inspection of permitted work.
- Act as the resident engineer during construction of infrastructure improvement projects.
- Work on utilities and facilities, including storm water drainage, potable water and recycled water systems; and lagoons and levees.
- Design and oversee design for pipeline replacement and rehabilitation projects.
- Review and oversee design for pump stations improvement projects.
- Review development projects and impacts to utilities.
- Serve on a team for civil engineering design and construction projects of moderate size and complexity.
- Investigate field problems affecting property owners, residents, contractors, and maintenance operations.

THE IDEAL CANDIDATE

Will have a record of demonstrating the following:

- Civil engineering experience in Municipal Engineering, including but not limited to work on the potable water, recycled water, stormwater, and sanitary sewer systems.
- Analytical and problem solving skills to understand issues, propose alternatives, and recommend solutions.
- Understanding of hydrology and hydraulics to use computer software such as EPANET and ICM to perform project calculations.
- Organizational abilities to work on multiple projects simultaneously and the ability to communicate clearly with peers, supervisors, and external stakeholders.



BENEFITS INFORMATION

The successful candidate will enjoy the following benefits:

- Public Employees Retirement System (PERS), employee paid contribution (2% @ 60) for current members, (2% @ 62) for new members.
- Health insurance provided by the City through the California Public Employees Retirement System. The City will pay 90% of the premium for the plan selected by the employee, up to the Kaiser Employee-only rate.
- Paid Sick leave: In compliance with City of Redwood City Administrative Policy #48.
- State Disability Insurance – State disability shall be deducted from contract employee’s biweekly compensation.
- Mileage Reimbursement – Reimbursed at the prevailing IRS rate for travel and authorized by the City.

CITY VALUES



MINIMUM QUALIFICATIONS

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

Education & Experience

- Equivalent to a Bachelor’s Degree from an accredited college or university in civil engineering or a closely related field or an Associate of Arts degree with two years paid experience as an Engineering Technician II with the City of Redwood City.
- The Assistant Engineer I position requires no experience.

Licenses & Certificates:

- A valid California Driver’s License and a satisfactory driving record.
- Possession of an Engineer-In-Training Certificate from the State Board of Registration is desirable

Knowledge of:

- Principles and practices of civil engineering as applied to municipal engineering.
- Methods materials and techniques used in the construction of public works projects.
- Modern developments, current literature, and sources of information regarding civil engineering.
- Topographic and construction surveying.
- Principles, methods, materials, equipment and safety hazards of construction and construction surveying.
- Basic mathematics including algebra, geometry, and trigonometry.
- Basic soil mechanics and geology.
- Materials sampling, testing, and estimate procedures.
- Applicable laws, regulations, codes and departmental policies governing the construction of assigned projects.
- Principles and practices of civil engineering as performed by an engineering position.
- Drafting techniques and surveying practices.
- Real property legal descriptions.
- Methods and techniques of engineering design, investigation, drafting, and estimating.

Ability to:

- Understand and interpret engineering plans and specifications and prepare accurate engineering records.
- Perform engineering design computations and check, design, and prepare engineering plans, studies, profiles, and maps.
- Use and care for drafting and surveying instruments.
- Learn applicable laws and regulatory codes applicable to areas to assignment.
- Prepare reports using technical data.
- Learn and understand City engineering policies and procedures.
- Make material and cost estimates.
- Establish and maintain cooperative working relationships. Deal firmly and tactfully with contractors, engineers and property owners. Communicate clearly and concisely, orally and in writing.

BUILD A GREAT COMMUNITY TOGETHER



- Learn to test soils, concrete, and related material samples. Perform the entire range of construction inspection activities with a minimum of supervision.
- Perform technical research and provide reliable staff support for work on engineering projects.
- Perform engineering calculations with speed and accuracy. Prepare complete plans and estimates of routine public works projects.
- Oversee the work of others.
- Use and care for engineering and drafting instruments and equipment. Prepare real property legal descriptions and other engineering records.
- Assist with the preparation of plans, drawings, specifications, diagrams and sketches pertaining to public works development and maintenance projects. Operate construction surveying equipment.
- Computer literacy or ability to acquire basic computer utilization skills such as spreadsheets, word processing for reports, specifications, memos, routine design, and drafting, after appropriate training and employee development has been provided. Computer programming will not be required. Complex computer work may only be required with adequate supervision and after appropriate training and development has been provided.

Physical Characteristics:

Must be able to work in varying climactic conditions; must be in sufficiently good health to perform job duties, including inspection work.

Prior to appointment, candidates will be required to pass a **background check** (at no cost to the candidate) including the following:

- Criminal History Check
- DMV Check
- DOJ fingerprint check
- Reference check

[The City of Redwood City is proud to be an Equal Opportunity Employer!](#)

The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire. Any provisions contained in this bulletin may be modified or revoked without notice.



**SUPPLEMENTAL QUESTIONNAIRE:
Assistant Engineer I #24B-23**

Supplemental questions help us evaluate your qualifications for this position. Applications without answers to these supplemental questions will be considered incomplete.

1. We want to understand your qualifications for the position of the Contract Assistant Engineer I with the City of Redwood City. Please describe your professional experience, education, training, knowledge, skills and/or abilities that have prepared you for this position.
2. Describe your project management skills and experience. How did you apply these skills to a project that you have managed?
3. Describe your engineering experience working in the areas of municipal utilities, storm water drainage, potable water supply, wastewater collection systems or in the areas of right of way encroachment, project entitlement and land development permit plan reviews. *(Please note: experience is not required for a Contract Assistant Engineer I position, so if you do not have an answer for this question, we still encourage you to apply – just enter n/a in the comment field).*