# CITY OF MERCED

## Employment Opportunity for

# ASSOCIATE ENGINEER

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**SALARY: $5,740.82 - $6,978.01 Monthly**
**FINAL FILING DATE: Open – May Close At Any Time Without Notice**

Applications will be accepted on a continuous basis until sufficient numbers have been received. This recruitment may close at any time without notice. Current and future vacancies will be filled from this eligible list for a period of one year from the date of certification by the Personnel Board. Copies of all certifications, transcripts, or licenses required for this position must be attached at the time of application submittal. Incomplete applications will be disqualified.

## THE POSITION

The Associate Engineer performs a variety of difficult and complex professional office and field engineering work; prepare plans, designs, and specifications for a variety of City projects; review work prepared by outside consultants; prepare engineering reports; and do related work as required.

This is the experienced registered level classification in the professional engineering class series. Incumbents perform a wide scope of professional office and field engineering work. They may also provide project planning and coordination for paraprofessional and technical staff. This class is distinguished from Engineering Assistant by requiring registration and the performance of a broader range of more complex assignments. It is distinguished from Senior Engineer by the fact that Senior Civil Engineers are assigned full project management responsibilities, as well as the most complex professional engineering work.

Typical duties include, but are not limited to, designing, preparing, and evaluating preliminary and final plans and specifications for a variety of street, drainage system, water and wastewater treatment facilities, airport, and related capital improvement projects, requiring professional engineering expertise; performing a variety of project development and coordination assignments; serving as a resident engineer, performing contract administration, construction inspection, and project administration; ensuring that contractors meet proper standards, specification requirements, cost controls, and time requirements; approving change orders and progress payments; performing foundation and hydrology studies; receiving public inquiries regarding City engineering standards; researching data and providing consultation to engineers and contractors; collecting, organizing, summarizing, and analyzing a variety of technical engineering data; preparing grant proposals and administering grants; performing engineering reviews of environmental impact reports; preparing preliminary reports for tentative subdivision map conditions; performing field surveys; using a computer to reduce survey data; performing engineering calculations; developing data for the acquisition of right-of-way; preparing engineering cost estimates; reviewing laboratory reports and analyzing the quality and compliance of materials; performing traffic studies; developing and proposing solutions to complex engineering problems; reviewing applications and approving the issue of permits; providing a variety of technical engineering advice to the public and other agencies; representing the City Engineering Division in meetings with contractors, engineers, developers, property owners, attorneys, and representatives of other public

agencies; may provide some work coordination and training for technical and paraprofessional engineering staff.

Must have comprehensive knowledge of the theory, principles, and practices of civil engineering and their application to the design, preparation of engineering specifications, and construction of public works facilities, including roads, bridges, drainage systems, airports, and water and wastewater facilities; laws, rules, regulations, and policies affecting public works engineering; construction methods, materials, and equipment; proper inspection methods and procedures; contract development and administration; capital improvement planning; uses of computers and computer applications in professional engineering; principles of work coordination and training.

Must have the ability to provide work coordination and training for paraprofessional and technical engineering support staff; perform a wide scope of professional engineering work in the preparation of plans, designs, and specifications for public works and City facility development, construction, and maintenance; prepare a variety of engineering reports; conduct engineering reviews of designs, plans, and specifications prepared by others; gather, organize, analyze, and present a variety of technical engineering and statistical data; perform construction project administration, ensuring compliance with plans, specifications, and contracts; use a computer and appropriate software in professional engineering and administrative work; effectively represent the City Engineering Divison in contacts with the public, other City staff, and other government agencies; establish and maintain cooperative working relationships.

## THE REQUIREMENTS

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be completion of requirements for a Bachelor's degree in civil engineering or a closely related area and three (3) years of increasingly responsible experience in civil engineering, planning, development, construction, and maintenance of public works facilities.

### Certificates, Licenses, Registrations

Possession of a current registration as a professional Civil Engineer in the State of California and a valid California driver's license. Both of these requirements must be met **AT THE TIME OF APPLICATION.**

### Additional Information

The City reserves the right to change or add to any of the above licensing requirements, job duties, or other employment requirements anytime throughout a candidate's employment when required by law, regulation or business necessity.

### Smoking and Tobacco Product Use

The City of Merced declares a hiring policy, which disqualifies habitual users of tobacco products from eligibility for employment. Employees hired for positions after July 1, 2006 shall not be permitted to habitually use any tobacco products. Failure to follow this policy will lead to disciplinary action up to and including dismissal.

## PHYSICAL DEMANDS

Frequently stand and walk, sit for extended periods; normal manual dexterity and eye-hand coordination; lift and/or move up to 25 pounds; corrected hearing to normal range; verbal communication; use of engineering and office equipment, including computer, telephone, calculator, copiers, and FAX.

## WORK ENVIRONMENT

Work is performed in an office environment; may work outside; some exposure to weather and temperature variances; exposure to dust, continuous contact with staff and the public. The work environment ranges from quiet to moderate.

## THE EXAMINATION

**Application Review-Qualifying Only**: Those which meet the minimum qualifications will be submitted to an Application Evaluation Panel to select a limited number of the most qualified candidates to continue in the exam process. The panel's selection will be based upon those applications demonstrating the greatest breadth and depth of applicable training, experience, and education for the position.

**Oral Examination - 100%:** The oral board may evaluate such dimensions as decision making, performance under pressure, flexibility, oral communication skills, and problem analysis. The oral board is conducted to evaluate a candidate's training and experience for the position. The panel will decide which candidate(s) are qualified, based on the oral interview. Candidates must score in the higher percentile bracket to qualify for the employment list. Placement on the employment list will be determined by the candidate's final score. Final selection and appointment will be made by the Department Head and City Manager from the top three candidates on the employment list. **ORAL EXAMINATION DATE TO BE ANNOUNCED.**

## PRE-EMPLOYMENT PROCEDURES

All appointments are contingent upon the successful completion of all parts of a pre-employment check consisting of a medical examination, background and/or fingerprint check. Results of the pre-employment check or false statements of material facts may be cause for disqualification, elimination from the employment list or discharge from employment. Employment eligibility verification is required by the Immigration Reform and Control Act of 1986. If you are a U.S. citizen this may be done with a Social Security card and a valid driver's license. You must have these items or other acceptable documents before you can be hired. All new City employees, at time of appointment, are required to sign up for automatic deposit of their payroll check. The City has a Veteran's Preference System that is available in all open competitive recruitments. Please visit the City of Merced website at www.cityofmerced.org and click on City Jobs to download an application form.

**EXAM I.D. #1430-10-7/17/13**

***The City is willing to make reasonable accommodation in the application and examination process for individuals with disabilities. Requests for accommodation should be made prior to or at the time of application. In compliance with 24 CFR, 8.54 (b), the City does not discriminate in admission or access or treatment or employment in, its federally assisted programs and activities. In addition, the City extends the prohibition of discrimination on the basis of disability established by Section 504 of the Rehabilitation Act of 1973, as amended, to all activities including those that do not receive Federal financial assistance, Deneen L. Proctor, Director of Support Services, is the designated City employee responsible as the City's Section 504/ADA Coordinator. Concerns or comments should be addressed to the Coordinator at (209) 385-6839 or at the TTY telephone number indicated above.***

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**WE ARE AN EQUAL OPPORTUNITY EMPLOYER/A.D.A.**

# **INFORMATION CONTAINED HEREIN IS SUBJECT TO CHANGE WITHOUT NOTICE**