



## About the City of Citrus Heights

Citrus Heights, located in Sacramento County, California, is an established suburban community with a population of approximately 84,000. The City has a total area of approximately 14 square miles and has a well-developed commercial base. Citrus Heights is creative and non-traditional in its government approach. Since incorporation in 1997, 11 distinct neighborhood associations were formed along with several business improvement districts/associations. These organizations are vibrant and communicate regularly with the City. In response to this highly involved citizenry, the work environment is fast-paced and customer-driven. Employees are expected and encouraged to use initiative, be flexible and go the extra mile to provide a high level of customer service both internally and externally.

## The Position

As part of the General Services Department, the Engineering Division is responsible for planning, development and construction of transportation, drainage, and facilities capital improvements; development review; right-of-way management and inspections; assessment district administration; stormwater quality management; traffic engineering; transportation planning; and community outreach to residents and businesses affected by a large variety of capital improvement projects. The City of Citrus Heights is seeking a full-time Assistant or Associate Engineer, reporting to the Senior Civil/Traffic Engineer, with strong capital project management skills and a solid understanding of traffic engineering and transportation planning practices.

The position will identify, prioritize and recommend transportation projects for inclusion in the Capital Improvement Program (CIP), prepare and check plans, technical specifications and estimates, compile bid documents and assist with managing construction of various projects. In addition this position will review various land development and building permit projects for transportation related impacts and requirements, perform specialized technical traffic engineering studies and other projects as assigned. This position may also attend City Council, Planning Commission and Neighborhood Association meetings and provide emergency engineering assistance on traffic operation trouble calls outside of normal business hours. Knowledge of Engineering Speed Survey requirements, traffic signal design and operation, and construction of federally funded transportation projects are beneficial.

## Ideal Candidate

- Possesses experience in principles of land use development, traffic and lighting design, pavement management, public infrastructure and construction inspection processes.
- Demonstrates the ability to understand, interpret, and apply City codes and ordinances, rules, regulations and guidelines in accordance with engineering practices and standards.
- Has the ability to explain City development and engineering standards and related engineering information to the public, other public agencies, utilities, developers, contractors, and consultants in a clear and understandable manner, both orally and in writing.
- Demonstrates understanding of terminology, methods, and engineering practices associated with design, construction and maintenance of transportation engineering and transportation facilities.
- Has the ability to project and analyze budget costs; research and draft grant applications; and understand and assist with contract negotiation.
- Works effectively with consultants, contractors, and developers and collaboratively with other City departments and staff members.
- Is highly organized and possesses strong administrative abilities in monitoring contractor performance and contract compliance.
- Focuses work effort to carry out the City's Customer Service philosophy of actively listening, addressing customer concerns, and providing services at a level that exceeds customer expectations.
- Thrives in a team environment that encourages cooperation, communication, and mutual sharing of risk, responsibility, and reward.
- Identifies and generates "a better way of doing things" by viewing issues or problems as opportunities for improvement rather than as obstacles.
- Treats all individuals encountered equally and with respect, basing actions on honor and ethics.

## Full-Time Assistant/Associate Engineer – Transportation

*Assistant - \$32.6101 – \$41.8716 per hour*  
*Associate – \$35.8712 – \$46.0585 per hour*

**Plus Excellent Benefits**

**Recruitment Closes – May 9, 2018 @ 5:00 pm**

## Minimum Qualifications

Minimum Qualifications	Assistant Engineer	Associate Engineer
Experience and Training	One year of technical experience related to drafting, civil engineering, traffic or a related field.	Two years of professional experience that related to drafting, civil engineering, traffic or a related field similar to the Assistant Engineer with the City of Citrus Heights.
Education	Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering or a related field.	Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering or a related field.
License	May need to possess a valid California driver's license and proof of automobile liability insurance as required by the position.  Possession of an Engineer –In-Training (EIT) is desirable.	May need to possess a valid California driver's license and proof of automobile liability insurance as required by the position. Possession of current registration as a Professional Civil Engineer and/or Traffic Engineer with the State of California.

## Benefits

The hiring salary may be set anywhere within the salary range, based on a candidate's experience. The City offers first class benefits, including: CalPERS retirement (employee pays full member contribution), 136 hours of Annual Leave (to be used for vacation or sick time); 40 hours of Long Term Medical Leave; a substantial monthly City contribution toward health insurance, and if alternative group health care coverage is demonstrated, a \$600/month cash-out may be added to salary or deferred compensation; and fully paid family dental, family vision, life, and long-term disability insurance. The City does not participate in Social Security but does participate in Medicare and State Disability Insurance (SDI).

## Application Process

To be considered for this position, you must submit a completed, official Employment Application and responses to a Supplemental Questionnaire. If you do not complete and submit all required information, your application may be disqualified from further consideration. You are encouraged to submit a resume and cover letter in addition to the required materials, but these may not be substituted for the required materials.

- **ON-LINE APPLICATION:** You may apply on-line by visiting [www.CalOpps.org](http://www.CalOpps.org). A cover letter and resume may be included as part of the on-line Employment Application under the heading "Additional Experience."
- **HARD COPY APPLICATION:** You may obtain a hard copy Employment Application by visiting [www.citrusheights.net](http://www.citrusheights.net) and downloading the application materials or you may request the materials by calling the Human Resources line at (916) 727-4731 or calling the TTY/TDD California Relay Service at 7-1-1. Submit hard copy application materials and resume to: City of Citrus Heights/Human Resources, Attention: Assistant/Associate Engineer Recruitment, 6360 Fountain Square Drive, Citrus Heights, CA 95621. **No postmarked, faxed or e-mailed materials will be accepted.**

## Selection Process

The City reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the position. Meeting the required minimum qualifications does not guarantee an applicant an invitation to the next step(s) in the selection process. Only the most qualified applicants as determined by the City may be invited to the next step(s) of the process. Those candidates whose experience and training most closely match the City's needs may be invited to participate in a first interview and potentially a department interview. The finalist identified at the departmental interview may be subject to a background and reference check process, including a Live Scan fingerprint criminal history check.

## Method of Communication

- Primary communication regarding your status relative to this recruitment will be by e-mail; applicants are solely responsible for monitoring their e-mail communication messages and systems.
- Applicants are solely responsible for informing the City of changes in contact information, including but not limited to e-mail addresses, mailing addresses, post office boxes, and telephone numbers.

## Additional Information

You may obtain additional information about this recruitment at <http://jobs.citrusheights.net>, or email [hr@citrusheights.net](mailto:hr@citrusheights.net). Contact Human Resources at (916) 727-4731 or the TTY/TDD California Relay Services at 7-1-1.

### ALL INTERESTED APPLICANTS – PLEASE READ THE FOLLOWING INFORMATION

*This listing is solely for the purpose of announcing job opportunities and does not constitute a contract, expressed or implied; provisions contained herein may be modified or revised without notice. It is the policy of the City of Citrus Heights not to discriminate against qualified employees or applicants because of race, color, religion, gender, sexual orientation, marital status, national origin, ancestry, citizenship, age, medical condition, physical or mental disability, or any other basis protected by law. Qualified individuals with a disability will receive reasonable accommodation, as required by the California Fair Employment and Housing Act (FEHA), and federal laws including the Americans with Disabilities Act (ADA) and Section 504, during any phase of the selection process, providing such request is made to Human Resources at least five working days in advance. Medical disability verification may be required prior to accommodation.*