



**CITY OF BERKELEY**  
invites applications for the position of:

## **Supervising Civil Engineer**

**SALARY:** \$61.45 - \$74.20 Hourly  
\$10,651.27 - \$12,860.99 Monthly  
\$127,815.25 - \$154,331.91 Annually

**OPENING DATE:** 11/12/18

**CLOSING DATE:** 12/03/18 05:00 PM

### **THE POSITION:**

The City of Berkeley has a new exciting opportunity for a Supervising Civil Engineer. **The current position is for managing the Sanitary Sewer Group in the Engineering Division of Public Works.** Eligible candidates who apply for this position will be considered for future openings of this classification in the Sanitary Sewer Group and the other Engineering Division Groups. The vision of the Engineering division is "To deliver infrastructure projects to the community in an efficient, innovative, and cost-effective manner, in an atmosphere of mutual respect and collaboration."

Typical duties include:

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Directs and reviews the preparation of engineering plans, specifications, designs, cost estimates and legal descriptions for a variety of construction and maintenance projects;
2. Plans, organizes, directs and coordinates the work of professional and technical staff with other City departments, outside agencies, contractors and consultants;
3. Serves as project manager or project engineer on capital improvement projects;
4. Develops and monitors systems and procedures for contract administration to ensure compliance to technical and legal requirements; provides engineering services and consultation to a variety of field and office personnel;
5. Personally performs difficult engineering work and contract administration;
6. Plans, schedules, assign, review and evaluate the work of professional and technical personnel;
7. Prepares or initiates a variety of project related studies, reports and correspondence for the City Manager, City Council, commissions and boards, other departments or the public;
8. Prepares applications and submittals and administer grant funding for capital improvement projects;
9. Develops and maintains effective working relationships with City staff, outside agencies, community groups and concerned individuals;
10. Researches and prepares issue statements for various policy questions;
11. Assists in the preparation of the section budget;
12. Reviews plans prepared by developers, consultants and utility companies;
13. Prepares bid documents, participates in the selection and monitoring of consultants and contractors.
14. Reviews and approves progress payments and change orders;
15. Researches new materials and techniques and monitors current developments in civil engineering;
16. Performs related duties as assigned.

### **REQUIRED QUALIFICATIONS:**

Equivalent to graduation from a four year college or university with major coursework in civil engineering and five years of increasingly responsible experience in design and construction management of civil engineering projects, at least two years of which were at a level equivalent to the City's Associate Civil Engineer. Additional qualifying experience may be substituted for the required education on a year per year basis.

### **OTHER REQUIREMENTS**

Must possess a valid California registration as a professional Civil Engineer. Must possess a valid California driver's license and have a satisfactory driving record.

### **KNOWLEDGE AND ABILITIES:**

Knowledge of:

1. Principles and practices of civil engineering design and construction;
2. Principles and techniques of management and supervision, including goals and objectives development and work planning and organization;
3. Principles and practices of contract administration and project management and evaluation;
4. Theories, principles, techniques and equipment used in construction and maintenance;
5. Legal guidelines for public works engineering;
6. Budget development and administration;
7. Grant funding application and administration.

Skill in:

1. Planning, organizing, supervising, reviewing and evaluating the work of professional and technical engineering personnel;
2. Preparing or directing the preparation of complex plans, specifications and legal contracts;
3. Preparing and evaluating engineering studies of large projects;
4. Performing difficult technical research and analyzing complex engineering problems, evaluating alternatives and recommending or adopting effective courses of action;
5. Selecting, motivating and evaluating staff and providing for their training and professional development;
6. Preparing clear and concise reports, correspondence and other written materials;
7. Establishing and maintaining cooperative working relationships with those encountered in the course of the work.

## **APPLICATION PROCESS:**

Applicants must submit the following:

1. CITY OF BERKELEY EMPLOYMENT APPLICATION
2. RESPONSES TO THE SUPPLEMENTAL QUESTIONNAIRE
3. RESUME

All materials must be received in our office no later than the closing date, at 5:00 p.m. PST. Postmarks, faxes and incomplete applications will not be accepted. Resumes are not a substitute for a completed application.

The examination process will consist of:

1. Review of applications for minimum qualifications for the position and to ensure all materials have been submitted.
2. Oral Examination (Interview)- Applicants passing the competitive review and assessment will be invited to participate in the oral examination tentatively scheduled for the third week of December 2018. The examination will cover elements of the knowledge and abilities identified in this announcement and may contain situational exercises and/or and writing exercise using a laptop computer.

Applicants passing all examination phases will have their names placed on an employment eligible list that Sanitary Sewer Group and other Engineering Division Groups will use to conduct final selection interviews. Hiring Department(s) will contact applicants directly if selected to participate in their hiring/selection process.

Candidates under final consideration for employment with the City should expect to undergo an employment background / reference check that may include, but is not limited to: employment history, confirmation of educational credentials and degrees, licenses including driver's license, registrations, certificates, and other credentials as part of the appointment process. Some positions, depending on the nature of the work, also require a credit check and a review of Summary Criminal History obtained from

the State Department of Justice through Live Scan Fingerprinting.

**DISCLAIMER:** The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice. Tests may consist of any combination of written, oral or other exercises or assessment procedures that test content. Components may include, but are not necessarily limited to, typing, math, reading, writing and analytical skills; problem solving ability; computer and software proficiency, or any other job-related knowledge, skill, ability or qualification. The City may, without notice, change or eliminate any particular assessment component or combination of components as needs dictate.

All City employees are required to provide services as Disaster Service Workers in the event of an emergency / disaster.

**Exam Access Accommodation:** In compliance with local, state and federal laws and regulations, the City of Berkeley will employ and promote qualified individuals without regard to disability. The City is committed to making reasonable accommodations in the examination process and in the work environment. Individuals requesting reasonable accommodations in the examination process must do so no later than the final filing date for receipt of applications, otherwise it may not be possible to arrange accommodations for the selection process. Such requests should be addressed to the Department of Human Resources | (510) 981-6800| [hr@cityofberkeley.info](mailto:hr@cityofberkeley.info) | 2180 Milvia Street, 1st Floor, Berkeley CA 94704.

**Alternative Application Formats:** This application material is available in alternative formats upon request. Alternative formats include audio-format, braille, large print, electronic text, etc. Please contact the **ADA Coordinator**, 2180 Milvia Street, Berkeley | Phone: (510) 981-6300 | TTY: (510) 981-6347| [ADA@cityofberkeley.info](mailto:ADA@cityofberkeley.info) and allow 7-10 days for production of the material in an alternative format.

The City of Berkeley is an EEO/ADA Employer

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.cityofberkeley.info/hr/>

Position #2018-11-14040  
SUPERVISING CIVIL ENGINEER  
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2180 Milvia Street (1st floor)  
Human Resources Department  
Berkeley, CA 94704  
(510) 981-6800  
(510) 981-6806

[hr@CityofBerkeley.info](mailto:hr@CityofBerkeley.info)

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**Supervising Civil Engineer Supplemental Questionnaire**

- \* 1. Please indicate your highest level of education.
  - ☐ Some College
  - ☐ AA Degree
  - ☐ Completed 60 Semester or 90 quarter units
  - ☐ Bachelor's Degree
  - ☐ Master's Degree
  - ☐ PhD
  
- \* 2. The position requires major coursework in civil engineering, please indicate your major field of study.
  
  
- \* 3. How many years of experience do you have in designing and managing civil engineering construction projects?
  - ☐ One year but less than two years
  - ☐ Two years but less than three years
  - ☐ Three years but less than four years
  - ☐

- ☐ Four years but less than five years
- ☐ Five or more years

- \* 4. How many years of experience do you have in leading projects in civil engineering activities?
  - ☐ No Experience
  - ☐ One year but less than two years
  - ☐ Two years but less than three years
  - ☐ Three years or more
- \* 5. How many years of experience do you have in supervising over one or more project groups of professional/technical engineering personnel in assigned design, specification, and engineering inspection duties?
  - ☐ No Experience
  - ☐ One year but less than two years
  - ☐ Two years but less than three years
  - ☐ Three years or more
- \* 6. Do you possess a valid California registration as a professional Civil Engineer?
  - ☐ Yes
  - ☐ No
- \* 7. **For questions 7 - 10 you may copy and paste your response from a WORD document.**  
Describe a complex project you were responsible for completing. Please include: your role in planning, your strategy to stay within budget and on schedule, directing and coordinating the work of others, and writing project reports and making presentations of project results.
- \* 8. Describe your experience in leading or supervising others in the preparation of complex plans, specifications, and legal contracts. Explain what methods you have used in reviewing and evaluating the work of professionals or technical personnel.
- \* 9. In detail, please explain your experience in managing capital projects and programs in the following areas: Street paving, sidewalks, storm drainage, sanitary sewer, facilities/buildings, and private development review.
- \* 10. Please explain your experience in maintaining a sanitary sewer collection system, and designing and managing sanitary sewer rehabilitation projects.
- \* 11. Resume: I acknowledge that I am required to attach a resume with my application in order to be considered for the position.
  - ☐ Yes
- \* Required Question