

**ASSISTANT / ASSOCIATE / ASSOCIATE CIVIL ENGINEER**  
**Department of Public Works**  
**County of San Mateo**  
**\$6,413 - \$10,617 / Month**

The Public Works Department of the County of San Mateo is seeking candidates for the position of Assistant/Associate/Associate Civil Engineer to join our skilled and dedicated team.

**ASSISTANT ENGINEER** is the entry- and trainee-level in the professional civil engineering series. Under immediate supervision, employees perform first-level professional civil engineering field and office work while acting in a trainee capacity in connection with the planning, design, construction and maintenance of a wide variety of civil engineering projects.

**ASSOCIATE ENGINEER** is the journey-level job classification and **ASSOCIATE CIVIL ENGINEER** is the registered journey level classification in the engineering series. At both levels, a high degree of technical expertise and some periodic lead responsibilities are required. Under general supervision, incumbents may perform a variety of professional engineering services in such areas as planning, design and construction inspection of roads, park trails, bridges, drainage, sanitary sewer systems, water supply, and other public works projects. Associate Civil Engineers may provide lead direction to other staff in completing projects of greater difficulty and complexity. Incumbents will be required to perform field work in support of the planning, the design and/or construction inspection of public works projects.

**NOTE:** Associate Civil Engineer differs from the Associate Engineer classification in that employees in the former must be registered as professional engineers in the State of California and may provide lead direction to other staff in completing projects of greater difficulty and complexity.

There are currently two vacancies in the following units:

**Design and Construction**

The Assistant/Associate/Associate Civil Engineer that would be assigned to the Design and Construction Section would perform AutoCAD/Civil3D work and work on Public Works infrastructure projects such as roads, drainage, retaining walls, bridges, sewer and other public works facilities, including the planning, designing and preparation of construction bid documents and inspection of public works facilities. This position may also involve the application and management of outside grants associated with Public Works facilities.

**Roads Services Operations**

The Assistant/Associate/Associate Civil Engineer that would be assigned to the Road Operations Section would design and manage traffic circulation improvement projects, review and comment on traffic studies and routinely deal with traffic engineering firms and the public on traffic engineering issues. In addition, work may include managing consulting traffic engineering firms and performing in-house traffic modeling.

**The ideal candidate for this position is:**

- Technically knowledgeable and experienced in the principles and practices of civil engineering, and public works design, construction and maintenance

- An effective communicator, both orally and in writing, and able to represent the County in meetings and presentations to various groups, including community groups, regulatory and other governmental agencies, and the general public
- Customer-focused and interpersonally effective in dealing with staff, engineers, contractors and the public, and in coordinating with law enforcement agencies, emergency responders and other agencies when necessary
- Able to provide information to the public and other governmental agencies in person or over the telephone regarding County procedures and regulations, facility locations, plan requirements and property ownership, which may require the interpretation of policies and procedures
- Able to perform development plan reviews and prepare plan review comments
- Able to analyze and evaluate alternatives, make sound recommendations and prepare effective technical staff reports
- Accountable and able to schedule and carry through with assignments with independence
- Experienced in designing public works projects such as road improvements, drainage improvements, parks facilities and sewers is ideal, as is work experience using computer aided drafting software such as AutoCAD/Civil3D
- Proficient in computer aided drafting and design software

#### **MINIMUM QUALIFICATIONS:**

Candidates for Associate Civil Engineer must possess a valid Certificate of Registration as a Professional Civil Engineer in the State of California at the time of hire. Candidates for Traffic Engineer must possess a valid Certificate of Registration as a Traffic Engineer in the State of California at the time of hire or upon designation as Traffic Engineer. Some positions require possession of a Class C California driver's license or equivalent.

**Education and Experience:** Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to qualify is:

- **Assistant Engineer:** Bachelor's degree in Civil Engineering **OR** twenty-four semester units in civil engineering courses and three years of civil engineering experience in office, field or survey party work **OR** possession of an Engineer in Training Certificate.
- **Associate Engineer:** Two years of professional civil engineering experience which has included field and office work in the planning, design, construction and maintenance of a variety of civil engineering projects.
- **Associate Civil Engineer:** In addition to possession of a valid Certificate of Registration as a Professional Civil Engineer in the State of California at the time of hire, candidates must have two years of professional civil engineering experience which has included field and office work in the planning, design, construction and maintenance of a variety of civil engineering projects.

**Final Filing Date: March 26, 2019**

To learn more about the position and to apply online, please visit our website at <http://jobs.smcgov.org>. Applications are only accepted online. EOE