



**CITY OF REDONDO BEACH**  
invites applications for the position of:

## **Associate Civil Engineer**

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**SALARY:** \$7,080.00 - \$9,157.00 Monthly  
\$84,960.00 - \$109,884.00 Annually

**OPENING DATE:** 09/08/20

**CLOSING DATE:** 10/06/20 11:59 PM

**DEFINITION:**

**Come work for the beautiful City of Redondo Beach!**

We are excited to announce that we are accepting applications for the position of Associate Civil Engineer. This position will focus primarily on traffic-related projects and programs. Traffic engineering experience is highly desired. Desirable qualifications will include: Familiarity in applying traffic engineering standards and principles; experience in traffic engineering models such as SYNCHRO; experience with warrant analysis for stop signs or traffic signals; experience with traffic impact analyses; experience in reviewing traffic control plans; and experience with traffic signal and striping design.

The successful candidate will serve as a project manager on traffic, transportation and other infrastructure implementation projects and should be familiar with project management in a public works environment.

Under the direction of the City Engineer, this Associate Civil Engineer is responsible for developing and coordinating a variety of public works projects, as well as performing other professional duties as assigned in the Engineering Services Division of the Public Works Department.

**Applications will be accepted online only through midnight on October 6, 2020. All applicants must attach a current resume.**

**EXAMPLES OF DUTIES, RESPONSIBILITIES AND EXPECTATIONS:**

The listed tasks are essential for this position and may include, but are not limited to the following:

- Performing professional civil engineering duties, including but not limited to the development of, compiling, checking and application of field data used in the layout and construction of streets, roads, curbs, sidewalks, subdivisions, buildings, structures, sewers, storm drains, and other public works projects
- Participating in the design and construction of public works improvements
- Preparing and checking engineering calculations, plans and reports associated with CIP projects and developments including, but not limited to, compliance with State and Regional Water Quality Board regulations and Low Impact Developments (LIDs) and other State/Federal regulations
- Preparing and checking plans, profiles and cross-sections for right of way improvements
- Supervising and training technical services personnel and advising Department managers on appointments, evaluations, and disciplinary actions
- Assisting with Department budget preparation and administration
- Preparing assessment district calculations and reports
- Performing engineering analyses and calculations for determining horizontal and vertical alignments, tentative grade levels, and making curve computations
- Conferring with the public, contractors and developers to provide information and assistance in complying with City engineering practices, rules and requirements

- Preparing and checking subdivision transactions including but not limited to maps, legal descriptions/exhibits for deeds, easements and right-of-way improvements
- Participating in the acquisition of right-of-way and establishment of improvement districts by providing presentations to and conducting interviews with property owners and coordinating right-of-way acquisition activities with the State and County
- Acting as chief of survey party or as resident/project engineer and/or inspector for construction projects as required
- Preparing correspondence and reports and maintaining records
- Operating a motor vehicle while performing various duties that include conducting field inspections and other travel to and from assignments
- Conducting duties, responsibilities, tasks and assignments with a constructive, cooperative, positive, professional attitude and demeanor
- Providing critical thinking and a thorough review of recommendations, decisions and completed staff work
- Providing initiative in achieving positive and timely results for the organization
- Delivering internal and external customer service while solving problems and proactively creating sustainable solutions to issues
- Supporting the City's mission, goals, policies and objectives
- Supporting the City's corporate values of: openness and honesty; integrity and ethics; accountability; outstanding customer service; teamwork; excellence; fiscal responsibility; and environmental responsibility
- Performing other related duties as required

## **MINIMUM QUALIFICATIONS:**

### **This positions requires:**

**Knowledge of:** Materials, equipment, regulations, principles, procedures and/or practices necessary to perform required duties including but not limited to applicable safety and health regulations; correct use of the English language including proper spelling, grammar and punctuation. The position requires computer literacy with knowledge in the use of Microsoft Word, Excel, PowerPoint and ability to use CADD and related engineering software systems; ability to communicate using email programs; and the ability to understand and adhere to City policies regarding information technology.

**The ability to:** Satisfactorily perform required duties in the Engineering Services Division of the Public Works Department; learn and apply the principles and practices of effective supervision, training and performance evaluation, budget preparation and administration; read and interpret plans and specifications; perform calculations and cost estimates; prepare reports, agenda items, letters, and memorandums; communicate effectively, both in writing and orally; reason logically and creatively; demonstrate initiative; work independently and on project matrix teams; establish and maintain effective relationships with other City employees, colleagues, public officials, and the public; coordinate with outside agencies and contractors; legally operate a motor vehicle in the State of California.

### **Expected Competencies include:**

Sound decision-making skills; critical thinking ability; problem-solving and innovation skills; drive for results; analytic skills; interpersonal customer service and diplomatic skills; and ethical conduct.

### **Minimum Qualifications to apply for this position:**

- Graduation from an accredited college or university with a bachelors' degree in civil engineering or other occupationally-related field
- At least two years of full-time professional level civil engineering experience
- Valid registration as a Civil/Professional Engineer in the State of California
  - *Registration as a Traffic Engineer is highly desired*
- Possession of a valid Driver License

**Highly Desired Qualifications:** Traffic engineering experience is highly desired. Preferred experience includes: Familiarity in applying traffic engineering standards and principles; experience in traffic engineering models such as SYNCHRO; experience with warrant analysis for stop signs or traffic signals; experience with traffic impact analyses; and experience with traffic signal and striping design.

## **SUPPLEMENTAL INFORMATION:**

**CLASSIFICATION:**

This position is exempt under the laws of Fair Labor Standards Act minimum wage and overtime provisions. The classification is included in the City's Civil Service System.

**SELECTION PROCESS:**

The selection process may include but is not limited to: application review and evaluation, written examination, performance test and interview. All employment offers made by the City are contingent upon establishing proof of a prospective candidate's legal authorization to work in the United States and successfully passing all components of the pre-employment process, such as: reference check, background investigation, fingerprint criminal history check, post-offer drug test, post-offer psychological and post-offer medical examination, the cost of which will be borne by the City.

Candidates must fill out the employment application and supplemental questions completely and accurately. Incomplete applications, including references to "see resume", are considered incomplete and will be disqualified.

The City of Redondo Beach is an Equal Opportunity Employer. The City will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Candidates with a disability who may need accommodation during the selection process must notify the Human Resources Department at least five (5) business days in advance of the test date.

*Note: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.*

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.redondo.org/jobs>

Position #20/21-00023  
ASSOCIATE CIVIL ENGINEER  
CA

415 Diamond Street  
Door 3  
Redondo Beach, CA 90277  
310-318-0659

[human.resources@redondo.org](mailto:human.resources@redondo.org)

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**Associate Civil Engineer Supplemental Questionnaire**

- \* 1. Please indicate your highest level of education.
  - Some High School
  - High School Graduate or GED Equivalent
  - Some College or Community College
  - Bachelor's Degree
  - Master's Degree
  - Doctorate Degree
- \* 2. Do you have a Bachelor's Degree from an accredited college or university in Civil Engineering or other occupationally related field?
  - Yes
  - No
- \* 3. Are you currently in possession of a valid Class C California Driver's License?
  - Yes
  - No
  - I possess a valid out-of-state Driver License
- \* 4. Do you currently possess a valid Certificate of Registration as a Civil/Professional Engineer in the State of California?
  - Yes
  - No
- \* 5. How many years of full-time work experience do you possess in professional-level Civil Engineering?

- Less than two years
- Two to three years
- Three to four years
- Four to five years
- Five or more years

- \* 6. Please briefly describe your work experience, including the employer(s) at which you gained this experience. If this does not apply, please indicate N/A.
  
  - \* 7. Do you possess professional-level work experience in traffic engineering?
    - Yes
    - No
  
  - \* 8. Please briefly describe your specific experience in traffic engineering. If this does not apply, please indicate N/A.
  
  - \* 9. Please briefly describe your experience with preparing or managing the engineering design for capital improvement projects (including roadway, drainage, parks, traffic, harbor/marina, sewers and/or buildings). If this does not apply, please indicate N/A.
  
  - \* 10. Please briefly describe your experience with preparing cost estimates and managing budgets of engineering and construction projects. If this does not apply, please indicate N/A.
  
  - \* 11. Did you find out about this position from any of the sources listed below? If you saw this position in more than one place, please indicate the first place you saw or heard of this position.
    - American Public Works Association (APWA)
    - American Society for Civil Engineers (ASCE)
    - Institute of Transportation Engineers (ITE)
    - GovernmentJobs.com
    - Word-of-Mouth
    - Other/Not applicable
- \* Required Question