



CITY OF VENTURA
invites applications for the position of:

ASSISTANT/ASSOCIATE/CIVIL ENGINEER (PUBLIC WORKS)

SALARY:	\$37.35 - \$59.49 Hourly \$77,688.00 - \$123,739.20 Annually
DEPARTMENT:	Public Works Department
DIVISION:	Engineering Design and Construction
OPENING DATE:	10/06/22
CLOSING DATE:	11/03/22 05:30 PM
THE POSITION:	

The City of Ventura Public Works Department is looking for two energetic **Assistant/Associate/Civil Engineers** to join the Design and Construction Division. One position is in the Water/Wastewater Design Section. The other position is with Construction Engineering Section. If you are approaching journey level, at journey level or an experienced engineer, one of these positions may be for you!

The Water and Wastewater Design position offers the opportunity to demonstrate and/or grow your abilities on a variety of capital improvement design projects supporting Ventura Water, the City's water and wastewater utility with the chance to do "in-house" design work and consultant management.

The Construction Engineering position offers the opportunity to demonstrate and gain experience on the construction phase of Land Development projects. This position will primarily oversee the construction and inspection of private development projects requiring grading or the improvement of public infrastructure including streets, drainage, water, and sewer under permit.

Project work is local and required travel outside the city is infrequent.

The professional Engineer classification series is flexibly staffed, and positions may be filled at any level (Assistant/Associate/Civil Engineer) depending on the needs of the City and the qualifications of the candidate.

WHAT YOU'LL DO

Depending on experience, these teams' member will serve as project/construction managers or assistant project/construction managers on a variety of projects. As an Assistant/Associate engineering professional, you will have the opportunity to mentor with more senior level registered engineers who will provide support as you work toward your professional engineering license.

The Design and Construction Division is responsible for managing the design and construction of the City's capital improvement projects and inspecting land development and utility permits. This team oversees all scopes of work, reviews, and evaluates project budgets, negotiates costs and responds to residents and business owners to resolve issues.

Engineers assigned to the Water and Wastewater Design section will work on select Capital Improvement Program design projects. Typical projects include conveyance pipelines, collection pipelines, pump stations, lift stations, reservoirs, groundwater wells, water treatment and wastewater treatment. Depending on the complexity of the projects, assigned engineers will be given opportunities to create preliminary design reports, plans, specifications, estimates or manage design consultants. The assigned engineer will work to facilitate project permits, agreements and contracts. The position may also be assigned to provide as-needed engineering support for the water and wastewater operations staff.

Engineers assigned to the Construction Engineering Section manage the delivery of a variety of grading and infrastructure projects for the City's capital improvement program and for private development performed under permit. The vacant position is intended to primarily coordinate work being completed under permit by private developers, however, may be assigned to manage the construction of capital improvement projects. The position is responsible to enforce City standards and permit requirements, manage change requests and to assure that work is completed in accordance with approved development plans. The engineer acts as a liaison between the developer, contractor, inspector, various City staff and the public during construction for private development projects.

WHO YOU ARE

You are an innovated forward thinker, interested in being part of a collaborative team providing the highest level of customer service to citizens of the City of Ventura!
Through education, training and/or experience you can:

- manage multiple projects while remaining conscientious of schedules and budgets
- work cooperatively and collaboratively as a member of a highly productive team
- step-up to take control and deal with problems directly in a timely manner
- act with customers in mind, dedicated to meeting expectations in a responsive manner
- relate well to all kinds of people, building appropriate rapport
- demonstrate strong written and oral communication skills
- utilize SharePoint and other current technologies to complete assignments

MORE INFORMATION

For additional information on the duties and responsibilities of the position, refer to the job descriptions located on the City's Career Page at www.cityofventura.ca.gov/jobs or by clicking here [ASSISTANT/ASSOCIATE/CIVIL ENGINEER](#).

THE SCHEDULE

This recruitment will follow the below timeline.

- **Thursday, November 3, 2022, at 5:30pm** – Application Deadline. *Applications must be submitted by this date to be considered for the position.*
- **Monday, November 7, 2022** - Candidates will be notified by email of their status by this date.
- **Week of November 14, 2022** - Oral Panel Interview are tentatively scheduled for this date. *Qualifying candidates will be notified by email if they are invited to the panel interview process.*
- **Week of November 28, 2022** - Department Selection Interviews are tentatively scheduled for this date. *Qualifying candidates will be notified by email if they are invited to the panel interview process.*
- **December 12, 2022** – Candidates will be notified of the outcome of the interview by this date.

The timeline dates are subject to change. Candidates will be notified as necessary.

SALARY AND BENEFITS

The City offers a total compensation package that includes both a generous salary and other benefits!

- **SALARY**

1. **Assistant Engineer:** \$77,684.05 - \$104,097.97 Annually DOQ
2. **Associate Engineer:** \$85,748.62 - \$114,904.19 Annually DOQ
3. **Civil Engineer:** \$92,342.22 - \$123,739.82 Annually DOQ

- **BENEFITS:** Refer to the benefits tab on the job posting for specific information on City benefits.

HOW TO APPLY

To be considered for this exciting opportunity, please complete an online City Job Application and supplemental questionnaire by the filing deadline, **Thursday, November 3, 2022, at 5:30pm.**

If you have questions about the recruitment process, please contact Human Resources at recruitment@cityofventura.ca.gov.

POSITION QUALIFICATIONS:

WHAT DOES IT TAKE TO QUALIFY

A combination of training, education and experience equivalent to a Bachelor's degree in Civil, Structural, Traffic or Transportation Engineering, or a related field, and depending on assignment, qualifying experience as described below, in civil, traffic, construction, transportation engineering, water resource planning, or architectural/structural plans review or structural design are required, as follows:

Assistant Engineer: One year of professional engineering experience in the assigned area. A California Engineer in Training (EIT) certificate and two years of college may substitute for the bachelor's degree. A California Engineering-in-Training certificate is highly desirable.

Associate Engineer: Three years of professional engineering experience in the assigned area, preferably with a public agency, OR two years of experience equivalent to that of an Assistant Engineer with the City of Ventura are required. A California Engineering-in-Training certificate is highly desirable.

Civil Engineer: Three years of professional engineering experience in the assigned area, preferably with a public agency. Registration as a California Civil Engineer is required at time of appointment.

License: Depending on assignment, possession of a valid California Class C driver's license may be required.

Certificates:

- **Assistant/Associate Engineer:** A California "Engineer in Training" (EIT) certificate is highly desirable.
- **Civil Engineer:** Registration as a California Civil Engineer is required at time of appointment.

APPLICATION AND INTERVIEW PROCESS:

YOUR APPLICATION

Submit an online City job application and supplemental questionnaire by the filing deadline or first review date at www.cityofventura.ca.gov/jobs. It is important that your City job application show all the relevant education, training, and experience you possess. Resumes, CVs and cover letters may be attached to your application but will not be accepted in lieu of a completed job application or supplemental questionnaire. Submitting an incomplete application or supplemental questionnaire, may disqualify you from further consideration in the recruitment process.

DEADLINE TO APPLY:

Applications and supplemental questions will be accepted until **Thursday, November 3, 2022, at 5:30pm.**

APPLICATION REVIEW:

All applications and supplemental questionnaires submitted will be screened in relation to the criteria outlined in this job announcement. Candidates will be reviewed and only those candidates determined to be most qualified on the basis of experience, training and education, as submitted, will be invited to participate further in the selection process. Candidates will be notified about their status after the filing deadline.

INTERVIEW DATES AND INFORMATION:

A select number of candidates will be invited to a qualifying panel interview process that is tentatively scheduled for **Week of November 14, 2022**. Select candidates will be notified of specifics after the filing deadline. *Please note, given the current COVID-19 situation, initial panel interviews may be conducted via video teleconference. Selected applicants will be notified of specifics at the appropriate time.*

The department selection interviews are tentatively scheduled for **Week of November 28, 2022**. Candidates selected to move forward will be notified.

The Eligibility List established for this classification may be used to fill other regular and temporary vacancies at the discretion of the City.

In compliance with the Americans with Disabilities Act (ADA), if you need an accommodation in a selection process, please notify the Human Resources Department in writing by the final filing date of the position you are interested in. The Human Resources address is: 501 Poli Street, Room 210, Ventura, CA 93001, (805) 654-7853, e-mail: recruitment@cityofventura.ca.gov.

THE ORGANIZATION:

The City of Ventura operates under the Council/ Manager form of government under a charter adopted by voters in 1934, with an elected seven-member City Council. This full-service municipality is supported by 11 major City departments: City Manager, City Attorney, Finance, Information Technology, Human Resources, Community Development, Parks & Recreation, Fire, Police, Public Works, and Ventura Water. The City's Adopted FY 2021/2022 Budget totals approximately \$303.4 million. The City Council and the City Manager are dedicated to the highest standards of integrity, public service, and innovative approaches to governing.

To learn more about the City of Ventura, please visit www.cityofventura.ca.gov and view the FY2021-22 Adopted Budget.

CITY OF VENTURA

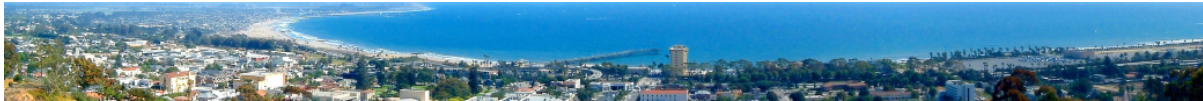
The City of Ventura is located just north of Los Angeles County and south of Santa Barbara County and is frequently considered one of America's most desirable places to live. The City is a full-service municipality that was founded in 1782, incorporated in 1866, and serves nearly 110,000 residents within its 32 square miles. With nearly 700 employees, the City is dedicated to delivering key services to our businesses, residents, and visitors to ensure Ventura remains a fiscally stable, economically vibrant, safe, clean, and desirable community.

Locals and visitors enjoy Ventura's impressive park system that includes 32 parks and historic sites, and more than 800 acres of open green space. The City offers a remarkable year-round climate, friendly people, and a spectacular coastline. Ventura is an exciting location for a variety of outdoor activities such as biking, hiking, kayaking, paddle-boarding, sailing, surfing, whale watching and windsurfing. Other activities include the Channel Islands National Park, championship golf, world-class shopping, wine tours, and more. Learn more about the City of Ventura at www.CityofVentura.ca.gov

DIVERSITY, EQUITY AND INCLUSION

The City of Ventura values human rights, goodwill, respect, inclusivity, equality, and recognizes that the City derives its strength from a rich diversity of thoughts, ideas, and contributions. As leaders in public service, we aspire to be an employer of choice by promoting an organizational culture that reflects these core values. We seek to attract, develop, and retain a talented and dedicated workforce where people of diverse races, genders, religions, cultures, political affiliations, and lifestyles thrive. Our goal is to create a welcoming and inclusive environment that empowers our employees to provide the highest level of service to our community of residents and businesses; they're counting on us.

The City is an equal opportunity employer and strives to attract qualified applicants from all walks of life without regard to race, color, ethnicity, religion, national origin, age, sex, sexual orientation, gender identity, gender expression, marital status, ancestry, physical disability, mental disability, medical condition, genetic information, military and veteran status, or any other status protected under federal, state and/or local law. We aim to create an environment that celebrates and embraces the diversity of our workforce. We welcome you to join our team!



APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityofventura.ca.gov>

Position #22MH-S97-2
ASSISTANT/ASSOCIATE/CIVIL ENGINEER (PUBLIC
WORKS)
MH

501 Poli Street
Ventura, CA 93001
(805) 654-7853

recruitment@cityofventura.ca.gov

ASSISTANT/ASSOCIATE/CIVIL ENGINEER (PUBLIC WORKS) Supplemental Questionnaire

- * 1. The qualifications for this position require a combination of training, education and experience equivalent to a bachelor's degree in Civil, Structural, Traffic, Transportation or other related Engineering. Please indicate your highest level of education completed below.
- Doctoral degree
 - Master's degree
 - Bachelor's degree
 - Associate degree

- Some College
 - High School Diploma/GED
- * 2. For the degree completed and selected above, please list your major area of study, (e.g. civil engineering, mechanical engineering, environmental engineering, etc.).
- If you have no degree mark N/A.
- * 3. This position requires professional engineering experience. Please indicate your length of experience below:
- 3 or more years of professional engineering experience
 - 1 to 2 years of professional engineering experience
 - Less than 1 year of professional engineering experience
 - No professional engineering experience
- * 4. My professional engineering experience in the following areas (check all applicable):
- Water resource planning
 - Structural design
 - Construction engineering
 - Civil engineering
 - Architectural/structural plans review
 - Traffic engineering
 - Transportation engineering
 - Environmental Engineering
 - None of the above
- * 5. I have experience in civil engineering planning, design or construction of public works infrastructure capital improvement projects in the following areas: (check all applicable)
- Sewer systems
 - Storm drains
 - Water systems
 - Coastal engineering
 - Streets
 - Facilities
 - Parks
 - None of the above
- * 6. I have supervisory experience in the following areas:
- Assigning and directing the work of staff.
 - Evaluating the work performance of staff.
 - Recommending actions to address work performance issues.
 - Coaching/training/developing staff.
 - No experience in the areas above.
- * 7. I have project management/oversight experience in the following areas (check all applicable):
- Being the lead/coordinator of a large project.
 - Preparing work schedules and timelines.
 - Working with various stakeholders in executing project.
 - I don't have project management/oversight experience.
- * 8. I have professional engineering experience with a public agency.
- Yes No
- * 9. I have a California Engineer in Training (EIT) certificate.

- Yes
 - No
 - I have an EIT certificate issued by another state
- * 10. I am registered as California Civil Engineer.
- Yes
 - No
 - I am a Registered Civil Engineer or PE from another state
11. Please list EIT/PE certification/License #(s) and other certifications applicable to the position below:
- * 12. Please identify which position you are interested in:
- Design Engineering - Water/Wastewater
 - Construction Engineering - Land Development
 - Both positions
- * 13. Select your level of proficiency with **Microsoft Word**.
- Basic – This level of skills is sufficient to perform daily word processing tasks, such as, producing routine letters, memorandums, and informal reports. A person with this level of skills is able to use basic formatting, editing, printing functions, and understands the document page setup.
 - Intermediate – This level of skills is necessary in order to use and create a variety of templates, complex tables, merges; manage table data, sort and filter merges, and also perform basic work with existing Macros. A person with this level of skills is able to customize toolbars, import and insert graphs, embed Excel data, and elaborate reports.
 - Advanced – This level of skills is required in order to produce very large, complex formal documents that require a table of contents, footnotes, endnotes, bookmarks, and other special elements. A person with this level of skills is able to use and create a wide range of graphic effects and has full mastery of Macro commands.
 - No experience
- * 14. Select your level of proficiency with **Microsoft Excel**.
- Basic – This level of skills is required to perform tasks and work with data in worksheets. A person with this level of skills is able to enter and correct data, modify a workbook, format a worksheet, and use printing functions.
 - Intermediate – This level of skills is required to work with multiple worksheets, filter data, use integrate functions, and manipulate databases. With this level of skills, a person understands the concepts of databases and is able to work with charts and to use the list management capabilities of Excel.
 - Advanced – This level of skills is required to use advanced techniques for analyzing and manipulating data in Excel. A person with this level of skills is able to automate some operations, manage Macro commands, and create MS Excel applications.
 - No experience
- * 15. Rate your experience using Project Scheduling Software.
- Expert
 - Proficient
 - Little to no experience
- * 16. Rate your experience using AutoCAD.
- Expert
 - Proficient
 - Little to no experience
- * 17. Rate your experience using Geographic Information Systems (GIS) software.
- Expert

- Proficient
- Little to no experience

* 18. Rate your experience using Hydrology or Hydraulic Modeling Software.

- Expert
- Proficient
- Little to no experience

19. Please list any other computer applications you are proficient in.

* 20. I certify that all of my responses are true and complete, and any misstatements of material facts, or failure to answer questions will subject me to disqualification from the testing process and/or dismissal from employment.

- Yes No

* Required Question