

**THE TOWN OF ATHERTON
INVITES APPLICATIONS
FOR:**

**ASSOCIATE CIVIL
ENGINEER**

SALARY

Associate Civil Engineer
\$9,750 - \$11,286 Monthly

**Closing date 11/7/2022 at
5:00pm,
(Opened 10/12/2022)**

APPLICATION PROCESS

Apply online at
www.CalOpps.org
Member Agency:
Town of Atherton

Candidates with a disability,
which may require special
assistance in any phase of the
application or selection process,
should advise the Human
Resources Division upon
submittal of application.

SELECTION PROCESS

Oral Board Interviews
Tentatively Scheduled for

**Week of December 5th, 2022
(Tentative)**



ABOUT THE TOWN

The Town of Atherton is approximately five square miles. The City is located in San Francisco Peninsula in Southern San Mateo County. Atherton is a small, rural, and residential community, with no industrial land-use base. There are approximately 5,024 registered voters and 2,500 households. The Town recently completed the largest capital project in Town history in building the new Town Center. The site includes the Administration, Community Development Department, Police Building, a new Library and renovation of the Historic Town Hall.

Become a part of a team of committed professionals in serving a wonderful community.

ABOUT THE POSITION

The Town of Atherton invites you to apply for the position of Associate Engineer in the Public Works Department. The position, general supervision, performs various professional field and office engineering work related to the management, planning, design, construction, and maintenance of the Town's public works infrastructure, associated with the Capital Improvement Program (CIP); provides project management oversight, coordination and administration; conducts development plan reviews and inspections; confers with developers, contractors, and representatives of other agencies regarding facility and infrastructure development and maintenance; administers professional services and construction contracts; provides professional staff assistance to the Director of Public Works, other departments, and the public in areas of expertise; performs a variety of studies and prepares and presents staff reports; and assist in the development of the Department budget and monitors revenue and expense budgets on an ongoing basis.

Typical duties include, but are not limited to:

- Plans, manages, designs, and inspects all phases of civil engineering public works construction projects, including defining the scope of the project; coordinating with permitting and public utility agencies; applying engineering principles and practices to specific problems; coordinating construction schedules with other projects and agencies; preparing and reviewing cost estimates; and inspecting construction of projects to ensure compliance with construction documents; performs related planning and design work.
- Review of proposed private development projects; including issues related to public works, hydrology, grading, scheduling, traffic control, and erosion; prepares public works conditions of approval for proposed development.
- Reviews construction plans prepared by consulting engineers and private contractors; checks plans for conformance with regulations; reviews engineering calculations; participates in pre-design, construction, and coordination meetings and issues construction permits.
- Develops consultant requests for proposal for professional and/or construction services and the advertising and bid processes; evaluates proposals and recommends project award; administers contracts after award; ensures contractor compliance with Town standards and specifications, time and budget estimates; analyzes and resolves complex problems that may arise; recommends and approves field changes as required.
- Monitors and pursues grant opportunities for improvements in public works programs.
- Participates in development of the Town's Capital Improvement Program (CIP)
- Participates in the San Mateo County Cleanwater Program and assists with compliance and reporting associated with the Municipal Regional (NPDES) Stormwater Permit.
- Performs other related duties as required.

THE IDEAL CANDIDATE



Oral Boards are being planned for in-person **ONLY**. The process may include a written exercise. All applications including supplemental questionnaires will be reviewed for completion, relevant education, experience, training and other job-related qualifications. Those who best meet the stated qualifications and requirements for the position will be invited to participate in the selection process. The specifics of the selection process will be communicated to those selected candidates.

BENEFITS

The successful candidate will enjoy the following benefits:

- Public Employees Retirement System (PERS)
- Opportunity to select from a variety of health plans that are administered by PERS including health insurance, health care and dependent care reimbursement
- Dental & Vision Insurance
- Employee Assistance Program
- Vacation for less than 3 years of service equals 80 hours per year, accrual not to exceed 240 hours.
- Sick leave is accumulated at a rate of 3.69 hours per bi-weekly pay period with a 960-hour maximum cap.
- 11 Town holidays per year

Will embrace the Town's emphasis on excellent customer service; will be detail-oriented and able to manage multiple tasks; will successfully perform work requiring critical thinking and be able to synthesize and summarize information; will use initiative and independent judgment; will be a team player who likes working with a variety of Town staff, contractors and the public.

In addition, the ideal candidate will be an effective communicator, possess a general knowledge of municipal operations, development services operations, design and construction principles and practices, public contract code, green infrastructure and storm water control measures, and the SFBAY Municipal Regional Stormwater Permit.

SELECTION PROCESS

A Town application is required with a letter of interest and current resume. All applications will be reviewed for accuracy, completion, relevant education, experience, training, and other job-related qualifications.

MINIMUM QUALIFICATIONS

Sufficient education, training and/or work experience to demonstrate possession of the knowledge, skills and abilities, which would be typically acquired through:

Education & Experience

Three (3) years of increasingly responsible experience professional engineering design, plan review, and project administration.

Education: Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering or a related engineering field.

Certification: Posses and maintain a valid certificate of registration as a Professional Engineer in the State of California.

Knowledge of:

- Civil engineering principles, techniques, policies, and procedures,
- Principles and practices of capital improvement program budgeting, cost estimation, funding, project management, and contract administration,
- Basic principles, practices, procedures, and standards related to Town public works infrastructure development and maintenance, engineering, and surveying
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports

Skills and Ability to:

- Prepare, understand, and interpret engineering construction plans, specifications, and other contract documents.
- Assist in and develop and administer contracts for professional services and construction in a public agency setting.
- Effectively represent the department and the Town in meetings with governmental agencies, community groups, and various business, professional, and regulatory organizations and individuals.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, legal descriptions, and other written materials.
- Establish and maintain cooperative working relationships with municipal officials, subordinate employees, contractors and the general public
- Keep accurate records and prepare clear and concise oral and written reports.

The Town of Atherton is proud to be an Equal Opportunity Employer!

The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire. Any provisions contained in this bulletin may be modified or revoked without notice.