City of Yuba City
http://www.yubacity.net/

POSITION TITLE: Assistant Civil Engineer

POSITION LOCATION: Yuba City, CA

POSITION DESCRIPTION:
The City of Yuba City is seeking an Assistant Civil Engineer that reports to the Associate Civil Engineer. This is the entry-level class in the Engineering Group and is distinguished from the Engineering Technician by the requirement of a Bachelor’s degree in Civil Engineering or six months of professional engineering experience and an additional technical knowledge of mathematics and project design. This class is distinguished from the Associate Civil Engineer by less complex work assignments and the absence of supervisory responsibilities. Under general direction, the Assistant Civil Engineer performs responsible field and office civil engineering work in the planning, professional design, and construction of public works facilities and infrastructure and also performs other related work as required. Duties include, but are not limited to:

- Designing and preparing plans, specifications, and estimates for Capital Improvement Projects including sewer, storm drain, water, street improvements, traffic signals, and public works facilities and building structures
- Ensuring pre-design work is completed including utility locations, existing site conditions, surveys, topographical work, and soils investigations
- Reviewing plans and specifications for private development projects
- Overseeing and coordinating the work of consulting engineers working closely with contractors on scheduling and design issues
- Working closely with outside agencies such as CalTrans, Sutter County, and utility companies to coordinate city projects
- Preparing and administering construction contracts and preparing bid documents
- Reviewing encroachment permits applications
- Reviewing progress and/or inspect assigned construction projects for compliance with plans and specifications, including resolving constructability problems and issues
- Making minor field changes
- Conducting professional studies and preparing written reports on engineering-related projects
- Checking tentative and final maps and improvement plans for conformance to city policies, ordinances, resolutions, and established engineering practices
- Assisting in preparation of budgets for projects
- Coordinating and/or preparing environmental documents associated with projects
- Preparing staff reports and presentations for city council
- Performing speed surveys and preparing traffic-related reports
- Coordinating engineering activities with other city departments
- Preparing grant applications and overseeing grant administration
- Coordinating with the State of California and implementing the city’s general permit under the National Pollution Discharge Elimination System (NPDES) Phase II requirements of the EPA
- Entering, reviewing, and updating data in databases
• Monitoring and implementing activities necessary to meet FEMA’s Community Rating System (CRS) recertification requirements
• Developing and maintaining positive public relations with an emphasis on aiming to exceed customer expectations
• Coordinating with the city’s website administrator to update and maintain public works related items
• Keeping abreast of current issues and trends in civil engineering
• Carrying out the mission of the city and the department and adhering to the city and department’s organizational values
• Performing other duties and assuming other responsibilities as assigned/delegated

QUALIFICATIONS:
• Knowledge of engineering mathematics, physics, drawing, and instruments of the profession
• Communicate information clearly and effectively on a number of different levels, both verbal and written
• Physical mobility to work at the assigned worksite during the regularly scheduled hours of operation
• Ability to establish and maintain cooperative working relationship with those contacted in the course of work
• Skilled at working collaboratively
• Skilled at analyzing engineering problems and working at effective solutions
• Ability to follow oral and written directions
• Knowledge of principles and practices of civil engineering as applied to public works design, construction, and maintenance
• Physical mobility to traverse uneven terrain, periodically standing, stooping, bending, climbing, and kneeling to perform fieldwork
• Ability to keep abreast of new products, procedures, and changing concepts relevant to the position
• Skilled at professionally and accurately administering construction contracts
• Ability to sit for potentially long periods of time throughout the workday
• Manual dexterity and vision sufficient to read handwritten and printed materials and operate computer systems and standard office equipment for potentially long periods of time without experiencing abnormal hand, wrist, or eye strain
• Ability to identify with management and city goals and objectives; understand city priorities and needs
• Skilled at performing mathematical and engineering computations with precision
• Ability to demonstrate consistent action in carrying out the knowledge, skills and requirements of this position
• Skilled at communicating clearly and concisely, both orally and in writing
• Knowledge of topographic and construction surveying
• Knowledge of methods and materials used in engineering construction
• Skilled at responding quickly and competently in difficult situations
• Ability to operate within budget allocations and revenues
• Skilled at coordinating multiple projects simultaneously
• Ability to interpret and explain policies to the public
• Knowledge of federal, state, and local laws pertaining to public works design and construction
• Ability to motivate others to perform to the best of their abilities
• Ability to use initiative and exercise sound independent judgement
• Skilled at setting priorities and meeting deadlines
• Ability to carry out policies of the city
• Skilled at using computer technology and applications in the performance of daily activities
• Ability to meet the physical, mental, and environmental demands of the job
• Knowledge of computers and computer-aided design programs (AutoCAD Civil 3D)
• Ability to evaluate alternative solutions and present recommendations
• Skilled at preparing reports and efficiently maintaining accurate records
• Ability to promote positive public relations through a focus on quality service
• Ability to demonstrate a high level of integrity
• Skilled at applying city and department policies, procedures, rules, and regulations
• Ability to make accurate engineering computations and take legible and accurate field notes
• Knowledge of principles of report writing, English usage, spelling, grammar, and punctuation
• Ability to accept and reciprocate the input of supervisors and coworkers; be a genuine team player
• Knowledge of elements of effective oral and visual presentations
• Ability to recognize, prioritize, and accomplish needed tasks
• Knowledge of modern developments, current literature, and source of information regarding engineering
• Ability to maintain regular and predictable attendance

HOW TO APPLY:
Interested applicants should apply online.