



INVITES APPLICATIONS FOR THE POSITION OF

## ASSOCIATE CIVIL ENGINEER (TRAFFIC)

APPLY ONLINE AT [WWW.CALOPPS.ORG](http://WWW.CALOPPS.ORG)

### SALARY

\$9,335 – \$11,669 per month

### JOB TYPE

Permanent, Full-Time

### FILING DEADLINE

Friday, March 9, 2018 @ 5:00 PM

### THE POSITION

The City of Dublin, a dynamic and growing community, is seeking an Associate Civil Engineer (Traffic), responsible for providing professional traffic engineering assistance to the City.

### EXAMPLES OF DUTIES

- Plans, organizes, and directs engineering work in connection with traffic signal and striping construction, traffic studies, signal maintenance and improvement projects.
- Prepares and supervises the design of engineering plans and specifications for the construction of street channelization, street lighting, traffic signals and other public works projects.
- Prepares and supervises the preparation of traffic studies and reports. Reviews studies and reports prepared for City projects and private development projects.
- Reviews environmental documents and lead the development of mitigation measures related to traffic, transportation, and civil engineering.
- Attends meetings and conferences; prepares reports and makes presentations to the City Council, commissions and other groups.
- Other duties as assigned.

### QUALIFICATIONS

1. Education: Graduation from an accredited college or university with a bachelor's degree in Civil Engineering or a related field.
2. Experience: Three years of professional experience in Civil Engineering work, including project design, plan checking and project management; supervisory and construction experience is preferred.
3. Licenses: Registration as a Professional Engineer (PE) or as a Traffic Engineer (TE) in the State of California is required; Possession of a valid California Class C drivers' license and Certificate of Automobile Insurance for Personal Liability.

### Knowledge Of:

- Engineering principles, practices and methods of planning, design, traffic, construction and maintenance of public works projects.
- Principles and practices of street and utility design.
- Intelligent Transportation System applications including connected/Autonomous Vehicles technologies.
- Traffic Operations Center maintenance and operations.
- Transportation, traffic, and parking analysis and evaluation, including impact mitigation.
- Materials, methods, and techniques in the design and construction of civil engineering projects.
- Applicable federal, state, and local laws pertaining to the transportation facilities; and design and construction of public works projects.
- Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
- Principles and practices of sound business communications.
- Principles and practices of effective supervision.
- Personal computer usage, CAD, spreadsheet and word processing applications.

### Ability To:

- Evaluate and interpret complex plans, specifications, traffic studies, technical reports and electronic/electrical schematics.
- Work independently under minimal supervision.
- Outline and analyze engineering data and prepare complete and comprehensive reports.
- Make independent investigations in the review of engineering problems and make recommendations for improvement.
- Utilize personal computers and computer software to perform CAD, word processing, spreadsheet and specialized functions such as master plans or data base software.
- Determine priorities, and to plan, assign, and supervise work of sub-professional and professional engineering personnel.
- Express ideas effectively in comprehensive written and oral presentations.
- Establish and maintain effective working relationships with management, subordinates, co-workers, consultants, contractors, representatives or other agencies and the general public, using customer service and public relations.
- Prepare staff reports and make presentations at the City Council and the Planning Commission.
- Staff Traffic Safety Committee. Work with developers and their technical teams
- Represent City at outside agency meetings.
- Participate in regional and local technical advisory committees.
- Prepare grant applications and pursue funding for transportation projects.
- Conduct technical studies and develop long range transportation plans.

## **BENEFITS**

The City of Dublin offers an attractive salary compensation and benefits plan in a professional, growth-oriented environment. The salary range for the **ASSOCIATE CIVIL ENGINEER** position is **\$9,335 – \$11,699** per month. A COLA adjustment of up to 3 % is scheduled for July 1, 2018. The following benefits will complete the compensation package:

- Classic CalPERS Members – 2.7%@55; EPMC 0%; 7% Cost Sharing; Single Highest Year
- New CalPERS Members Tier effective 1/1/13 – 2.0%@62; 3.05 Cost Sharing; 3-Year Final Avg. Compensation
- Pay-for-Performance system available
- Choice of medical plans through PERS with the City contributing up to \$1,780.00 per month
- Post-retirement medical provided under Government Code Section 22892(b) as established by the Public Employees' Medical and Hospital Care Act (PEMHCA) through CalPERS; PEMHCA Minimum.
- City-paid full family dental insurance
- City-paid single vision plan; optional family coverage
- IRS Section 125 plan/\$900 annual account seed money (HRA)
- City-paid \$50,000 term life insurance
- City-paid long-term disability insurance
- Employee Assistance Plan

- Education reimbursement program
- Thirteen paid holidays (including one floating holiday) per year
- Administrative Time Off – 40 hours of administrative leave annually, with the option of being paid for up to 20 hours
- Approximately 22 days per year of General Leave in lieu of traditional sick & vacation leave; increases with longevity

In addition to the above benefits, the City offers voluntary participation in a deferred compensation program, short-term disability program, supplemental life insurance, Dependent Care Assistance program and a credit union.

The City of Dublin does not participate in the Social Security system except for a mandatory Medicare.

## **ABOUT THE DEPARTMENT**

The City's Public Works Department encompasses a multitude of municipal public works and engineering services, including public works maintenance and inspection services, traffic and general engineering, private development review and inspection, capital project design and implementation. While there are 17 full time employees in the Department, Public Works services such as building and park maintenance services are staffed by contractors, which totals approximately 35 in the department.

## **ABOUT THE CITY**

The City of Dublin is located in eastern Alameda County, approximately 35 miles southeast of San Francisco. The City was incorporated in 1982 with a population of 53,462 within 14.59 square miles. Dublin's strategic "crossroad" location at the intersection of Interstate 580 and 680 has made the City freeway close and conveniently accessible to the Bay Area with two BART stations.

## **COMMITMENT TO COMMUNITY SERVICE**

The City of Dublin is continually striving to enhance the services provided to our customers. The City organization is committed to creating a challenging and rewarding environment in which all employees representing the City are motivated to respond to the needs of the City's customers. In setting high standards for ourselves, we take pride in:

- Being a responsive and proactive City team, in touch with the changing needs and expectations of the Dublin community.
- Providing the highest level of quality service in all City programs and activities.
- Promoting a "can do" attitude using common sense along with technical/professional knowledge.
- Being committed to high professional standards. A professional attitude encourages an objective approach to analyses of issues.
- Providing information and resources to our customers in a friendly and helpful manner.

## **THE SELECTION PROCESS**

The best qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which will consist of written and/or oral components. Finalists may be requested to submit personal information necessary to conduct a complete background investigation prior to a final selection by the City.

Candidates who successfully complete the interview process may be placed on an employment eligibility list. This list may be canceled at any time, without notice to candidates. All offers of employment are conditional upon the ability to provide verification of authorization to work in the United States. In addition, positions located in the Parks and/or Police Services Department are subject to a background check, including fingerprinting prior to employment.

## **EQUAL OPPORTUNITY EMPLOYER**

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, or age.

## **HOW TO APPLY**

Apply online at [www.CalOpps.org](http://www.CalOpps.org). Once there, click on “**Member Agencies**,” “**City of Dublin**,” then on “**ASSOCIATE CIVIL ENGINEER**” and “**Apply Now**.” Applications must be received by 5:00 p.m. on Friday, March 9, 2018. No faxed or e-mailed applications or postmarks will be accepted.

THIS ANNOUNCEMENT is meant only as a general description guide and is subject to change. The information contained herein does not constitute an expressed or implied contract of employment and these provisions are subject to change.

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### **SUPPLEMENTAL QUESTION(S)**

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The City of Dublin has determined the need to obtain additional information on selected candidates for the City’s Associate Civil Engineer position. In order to continue in the City’s recruitment process, you are required to complete this Supplemental Questionnaire along with your online application in [www.CalOpps.org](http://www.CalOpps.org)

If you have additional questions regarding the recruitment, please contact Human Resources at (925) 833-6605.

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1. Do you have a Professional Engineer (PE) License or Traffic Engineer (TE) Certificate?  
 Yes                       No
2. If you answered, “Yes,” please provide the license number.
3. Describe your education and experience that you believe has prepared you to be an Associate Civil Engineer (Traffic) at the City of Dublin.