



An Equal Opportunity Employer

ASSOCIATE ENGINEER

SALARY: \$6,926 - \$8,418/Mo.

(PERS Retirement Plan – Formula determined by PERS depending on candidate’s new or prior PERS enrollment)

Under general supervision, performs professional and technical engineering work involving the research, design and construction of public works, storm and wastewater utility projects; performs analytical professional engineering and technical assignments in support of City construction and development projects; serves as the City’s project manager; assists with managing the City’s Capital Improvement Program; applies for grants; issues construction and overload permits; assists, when necessary, with environmental compliance; prepares regulatory reports; provides assistance to the public on Public Works related matters; and performs related duties as assigned.

ESSENTIAL JOB DUTIES

The duties of this position include, but are not limited to: researches and identifies project design requirements for particular elements, including hydrology, traffic, soils reports, grading plans, sewer plans, water plans, street plans, traffic studies, parcel and tract maps; reviews drawings and details of construction and implementation plans, prepares contract specifications; administers consultant and construction contracts; prepares cost estimates, monitors project and budget expenses, calculates plan check fees, sends out and monitors status of plan check reviews packages with consultants; drafts Council actions and reports; attends meetings with developers and comments on proposed development, provides technical assistance to developers and contractors by providing needed information; prepares conditions of approval for development projects; reviews and approves development and construction plans such as basic sewer, water, sewer, grading, street, and storm drain plans for compliance with City codes and environmental regulations; conducts inspections of public and private developments to verify that work progress is proceeding according to plan; assists in planning work schedules or tasks for the field staff to accomplish division objectives and duties; assists and provides technical guidance to inspectors by studying field problems and incorporating design revisions during grading and construction phases on the basis of site inspections; solicits and tracks status of proposals and contracts from consultants and contractors related to the completion of public works projects; administers tasks in support of engineering construction projects and verifies tasks are being completed on schedule; prepares regulatory compliance reports for various agencies, including but not limited to Inland Empire Utilities Agency, California Regional Water Control Board, Santa Ana Regional Environmental Protection Agency, South Coast Air Quality Management District, and San Bernardino County Department of Public Health, and other regulatory agencies; coordinates and assists inspectors, consultants, and contractors hired for specialized testing, surveys and work; assists in hydraulic capacity studies of sanitary collection system and storm drain, by collecting field data, performing record research, and assisting in analyzing hydraulic model results; stays abreast of current environmental laws/regulations pertaining to pretreatment and sanitary collection requirements; reviews and assures compliance with current environmental laws and regulations; performs other related tasks as necessary to support the Engineering division and Public Works Department.

Participates in the development and implementation of goals, objectives, policies, and priorities related to the Engineering Division including land development, traffic, capital improvement projects, public works inspection, and special projects; plans, organizes, evaluates, and participates in the functions and activities of the Engineering Division including capital improvement projects, subdivision and cooperative projects, transportation/traffic planning, and program planning for the future public works needs of the community; develops and prepares recommendations and technical reports related to engineering matters, and advises the City Council, Public Works Committee, and Planning Commission on engineering-related matters; develops and reviews staff reports related to engineering, and presents reports to the City Council, Public Works Committee, and other commissions, committees, and boards; provides technical and administrative support to the City Engineer/Public Works Director; assists with special projects as assigned; prepares complex and sensitive reports for State and Federal regulatory agencies and the City; assists in the preparation and administration of the Engineering Division budget; and assists with the preparation of the Capital Improvement Program; prepares public works conditions to be placed on new and redeveloped parcels; reviews and recommends approval of all subdivision maps and improvement plans; reviews and prepares or approves plans and specifications, designs, environmental documents, reports, and studies; reviews tract maps, parcel maps, lot line adjustments, traffic studies, street surveys, and other maps; negotiates right-of-way agreements and easements, professional service agreements, and cooperative project agreements with other agencies; locates and obtains funding sources for public projects; calculates the quantity, quality, and cost of materials related to public works projects; coordinates the construction inspection of projects; ensures conformance with contract plans, specifications, and applicable codes; recommends approval of progress payments; recommends approval of change orders as needed; maintains records, field notes, reports, maps, plots, deeds, easements, benchmarks, monuments, and other survey and engineering information; works with outside public and private agencies to obtain public improvements desired by the City; coordinates Engineering Division activities with those of other departments and outside agencies and organizations; makes public presentations before other governmental and private groups and organizations; provides information to the public; responds to and resolves difficult citizen inquiries and complaints; and any other duties as outlined in the City’s Associate Engineer Class Specification.

ORGANIZATIONAL RESPONSIBILITIES

This class reports to the Director of Public Works/City Engineer.

KNOWLEDGE AND SKILLS

Knowledge of: General principles and practices of public works engineering, design, construction, and standards and practices including civil, structural, and traffic engineering; American Public Works Association - AGC “Greenbook” Standard Specifications for Public Works Construction; methods, materials, and techniques used in the construction of public works projects; pertinent federal, state, and local laws, codes, and regulations; recent developments and current literature and sources of information regarding civil and structural engineering; investigative techniques; basic chemistry concepts and interactions; basic functions of related regulatory agencies and organizations; principles of record keeping; test reporting procedures; principles and practices of budget development and administration; technical, legal, financial, and public relations problems involved in the conduct of municipal public facilities and engineering programs; principles of advanced mathematics and their application in engineering work; principles of business computer user applications such as GIS and CAD; principles and practices of project management.

Skills/Abilities to: Analyze problems; identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals or objectives; perform civil, storm, sewer and traffic engineering design; ensure program compliance with federal, state, and local laws, codes, and regulations; interpret and apply federal, state, and local policies, laws, codes, procedures, and regulations; apply effective inspection and sampling techniques; identify common storm water pollutants and possible sources; operation of various sampling equipment; maintain and update records; communicate clearly and concisely, both orally and in writing, to and before public and private groups and organizations; prepare, review, and approve specifications, comprehensive technical reports, contracts, plans, and estimates for pertinent projects; estimate time, costs, and economic factors involved in engineering projects; review engineering plans; assists with preparation of the Capital Improvement Program (CIP) including the budget; supervise and coordinate public works project contracts; assist the inspection functions; establish and maintain effective relationships with other administrative and elected officials, contractors, engineers, and the general public; address public concerns, problems, or questions with diplomacy and tact; and work cooperatively in an economically, socially, and ethnically pluralistic environment.

EDUCATION AND EXPERIENCE

Bachelor’s degree from an accredited college or university with major coursework in civil engineering or a closely related field required. Three (3) or more years of progressively responsible professional engineering experience is required.

LICENSES

Possession of a valid California driver license and proof of insurability required. Possession of a Professional Civil Engineer License in the State of California with good standing is required or must be obtained within one year of employment.

SELECTION PROCESS

1. Completion of the **Montclair Employment Application with Associate Engineer Supplemental Questionnaire** (located at <https://www.cityofmontclair.org/employment-opportunities/> under **Application and Supplements**), and a detailed resume is **required**.
2. All applications received before the filing deadline of **6:00 p.m. on Thursday, July 14, 2022**, will be screened for conformance with required and desirable qualifications.
3. Applicants possessing the highest qualifications and job-related experience will be invited to participate in a structured oral interview.
4. Successful candidates’ names will be placed on an eligibility list from which a selection will be made. The City Manager will make final appointment, upon recommendation of the Director of Public Works/City Engineer.
5. Successful candidate is offered the position contingent upon passing a background investigation and a preemployment physical, including a drug screen.

APPLICATION PROCEDURE AND FILING DEADLINE

City application forms are available on-line at www.cityofmontclair.org. Completed and signed applications with required resume must be submitted to City Hall, Personnel Division via email to jobs@cityofmontclair.org, by U.S. mail to City Hall, Personnel Division, 5111 Benito Street, Montclair, California, 91763, or via fax to (909) 621-1584, by the **FILING DEADLINE** of **6:00 p.m. on Thursday, July 14, 2022**. Postmarks will not be accepted.

Applications received by fax or email will be requested to be submitted with original ink signature if invited to structured oral interview.

THE CITY

Montclair was incorporated in 1956 as a General Law City and presently operates under a Council-Manager form of government. Four Council Members and the Mayor are elected at-large for four-year terms. Montclair is located at the western end of San Bernardino County and is a convenient distance of 35 miles from the Los Angeles Civic Center. Beaches, deserts, mountain resorts, and other recreational facilities are equally accessible by way of the excellent freeway system serving the Montclair area. The geographic size of the City is five square miles with a population of approximately 38,944 (U.S. Census Bureau, V2016). Montclair has a successful, multimillion-dollar regional shopping center which opened in 1968 and provides major retail shopping for the Inland Empire residents.

PERSONNEL PROCEDURES

All employment activities are conducted under the City's merit system. Following acceptance of applications, qualified candidates are normally given either a written test, structured oral interview, or both prior to employment.

EMPLOYMENT RULES

Only U.S. citizens and lawfully-authorized alien workers are considered for employment. A standard loyalty oath must be taken by each new employee. Prior to receiving a job with the City of Montclair, the top candidate must submit a valid social security card and must pass a background investigation and a preemployment physical, including a drug screening, at City expense. A one year probationary period is required before gaining regular status, with the exception of employees represented by the Montclair Police Officers Association (MPOA) who are subject to an eighteen-month probationary period.

EMPLOYEE BENEFITS

Fulltime employees are currently covered by the Public Employees' Retirement System. The City contributes to medical, dental, and vision health plans for the employee with family coverage available. A term life insurance policy is paid by the City, as well as a long-term disability plan. To encourage employees to further their education in job-related fields, an educational subsidy is available upon completion of one-year probation.

Nonshift employees receive 80 hours of vacation after one year of service; 120 hours after five years of service; 160 hours after ten years of service; and 200 hours after 20 years of service. Shift employees receive 145.21 hours of vacation after one year of service; 217.79 hours after five years of service; and 290.40 hours after ten years of service. Sick leave accumulates at the rate of eight hours per month. The City may credit an employee who is coming from another governmental agency with one half of his/her accumulated sick leave up to a maximum of 240 hours. Presently, 104 hours of paid holidays are provided each year for nonshift employees and 157.29 hours of paid holidays are provided each year for shift employees.

SALARY PRACTICES

Classifications are assigned to a pay range comprised of five individual steps, with an approximate five-percent differential between each step. A step increase is possible after six-months, or one year for Police Officers and Firefighters, depending on performance. Yearly increases, based on merit, are possible until the maximum is reached. Position classifications and salaries are evaluated periodically; and cost of living increases are negotiated by bargaining units. Salaries are based on 26 pay periods per year.

NONDISCRIMINATION POLICY

Pursuant to Section 51.55 of the Office of Revenue Sharing regulations, implementing Section 504 of the Rehabilitation Act of 1973, notification is hereby given that the City of Montclair does not discriminate on the basis of handicapped status in the admission of, access to, or treatment of employment in its programs or activities.

