



City of Chino

ASSOCIATE ENGINEER / ASSOCIATE CIVIL ENGINEER FULL-TIME

| | | | |
|---------------------|----------------------------------|---------------------|------------|
| SALARY | \$8,174.00 - \$10,627.00 Monthly | LOCATION | Chino, CA |
| JOB TYPE | Full-time | JOB NUMBER | 202300080 |
| DEPARTMENT | Development Services | OPENING DATE | 07/26/2023 |
| CLOSING DATE | 8/23/2023 11:59 PM Pacific | | |

Job Description

Excellent Benefits Package - Monthly Benefit Bank of \$1,715
Associate Civil Engineer Salary - \$8,584 - \$11,158

The City of Chino is seeking a versatile, team-work oriented person with excellent project management and customer service skills to fill the position of Associate Engineer/Associate Civil Engineer in the Land Development Engineering Division of the Development Services Department. The ideal candidate is committed to public service and will be knowledgeable in applicable civil engineering practices with the ability to prioritize multiple projects in a growing City.

Definition:

Under limited supervision, performs a variety of professional civil engineering work associated with the construction of public works, traffic, and land development projects, including preparing and/or reviewing various engineering plans, technical studies, and other relevant documents; and does related work as assigned. Must be available to work a standard 9/80 shift.

Duties/Responsibilities

Associate Engineers/Associate Civil Engineers perform mid-level engineering assignments and are responsible for independent engineering analysis and recommendations.

Essential Functions:

All Assignments

- Oversee assigned projects from inception to completion.
- Resolve issues/concerns as they arise to expedite project approvals.
- Verify that assigned projects meet applicable codes, policies and standards.
- Attend City Council and Planning Commission meetings as needed.
- Prepare City Council staff reports for management review and implement decisions made by City Council.
- May be required to supervise the work of inspection personnel or sub-professional engineering staff.
- Assign, review, and evaluate the work of assigned staff; resolve issues/concerns as they arise both in the office and out in the field.
- Interact with co-workers at all levels in the organization and the general public in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Land Development

- Review and approve proposed residential, commercial, and industrial developments by checking site plans, technical studies, tentative/final subdivision maps for compliance with appropriate regulations; prepare conditions of approval for the Planning Commission.
- Represent the Engineering Division at Development Review Committee meetings and site reviews.
- Meet with developers to define project objectives and prescribe standards; review projects and make recommendations.

Qualifications

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

All Assignments

Education:

- High School Diploma or G.E.D.
- Bachelor's degree in civil engineering or a related field (required).

Licenses/Certifications:

- Possess a California Professional Civil Engineer's license (highly desirable). **For Associate Civil Engineer: California Professional Civil Engineer's license is required.**

Experience:

- Five years of increasingly responsible professional experience in the field of civil engineering.

Knowledge of:

- Engineering principles and practices as applied to public works, including planning and development, design, and construction.
- Methods and techniques utilized in the preparation of public works project designs and related plans, specifications, and cost estimates.
- Related federal and state laws, ordinances, and regulations.
- Methods and techniques of supervision.
- Office management.
- AutoCAD experience is desirable.

Ability to:

- Perform professional engineering work in area of assignment.
- Prepare engineering plans for area of assignment.
- Conduct inspections of public works projects.
- Prepare public works project designs and related plans, specifications, cost estimates, and technical reports.
- Maintain accurate records.
- Check site plans and subdivision maps.
- Supervise and evaluate employees.
- Communicate clearly and concisely, both orally and in writing.
- Deal tactfully and courteously with internal and external customers.
- Analyze data and information and draw logical conclusions.
- Understand and follow verbal and written directions.
- Work independently.
- Operate a computer and utilize a variety of software programs.
- Deal constructively with conflict and develop effective resolutions.

- Interpret and apply rules, regulations, legislation, and policies.
- Communicate effectively with a variety of personnel and establish/maintain effective working relationships.

Training/Safety Requirements:

Job specific training will be provided according to class specification during work hours.

Special Requirements

All Assignments

Special Requirements:

- Be available to work a 9/80 schedule: Monday to Thursday, 7:30 a.m. – 5:30 p.m. and every other Friday, 7:30 a.m. – 4:30 p.m. Attendance at evening meetings may be required.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category I – Light Physical Effort: Positions in this category require normal physical abilities associated with the ability to read, write, and communicate in a work environment requiring no extraordinary physical strength or special physical qualifications.

Characteristics: Work assignments for this category are normally located in a work environment which has no unusual physical requirements or environmental conditions, unless separately identified. Positions in this category require only light physical effort while performing such functions as typing, writing, filing, computing, operating light office equipment, interviewing, counseling, researching, planning, analyzing, and supervising. Positions allocated to this category are distinguished by a lack of duties involving strenuous activities. These positions seldom lift more than 20 pounds.

Physical Requirements:

- Climbing: Ascending or descending ladders, ramps, scaffolding, poles and the like; using feet and legs, and/or hands and arms.
- Reaching: Reaching above the shoulders to place and/or retrieve objects.
- Walking: Ability to walk for prolonged periods of time (usually a minimum of two or more hours per day)
- Standing: Ability to stand with little movement for long periods of time (usually a minimum of two or more hours per day)
- Sitting: Ability to sit with little movement for long periods of time (usually a minimum of two or more hours per day)
- Agility: Ability to move quickly and easily, often including the ability to crawl, stoop or bend.
- Distant Vision (Acceptable for Driving): Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving.
- Work Environment - Outdoors: Ability to work outdoors in all types of weather conditions.
- Work Environment - Moving Objects: Ability to work around moving objects, machinery or vehicles.
- Work Environment - Surfaces: Ability to walk on slippery or uneven surfaces.

Details:

Department/Division: Development Services

Reports To: Assistant City Engineer

Employee Unit:

Unrepresented Management

Revised: 02/05/18

Replacing Associate Engineer/Associate Civil Engineer classification specification dated 04/24/17.

Agency

City of Chino

Address

13220 Central Avenue

Chino, California, 91710

Website<http://www.cityofchino.org>**ASSOCIATE ENGINEER / ASSOCIATE CIVIL ENGINEER FULL-TIME Supplemental Questionnaire*****QUESTION 1**

Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and that your responses can be verified from information included within the application?

- Yes
- No

***QUESTION 2**

This position requires five (5) years of increasingly responsible, professional experience in the field of engineering. Do you meet this requirement and is this experience reflected on your application?

- Yes
- No

***QUESTION 3**

For the position of Associate Civil Engineer, a California Professional Civil Engineer's license is required. Do you have a California Professional Civil Engineer's license?

- Yes
- No

* Required Question