City of Fullerton Invites Applications For

CIVIL ENGINEER

$6,583- $8,402 PER MONTH

PLUS BENEFITS & CITY-PAID RETIREMENT

The following must be received in the Human Resources Department no later than **FRIDAY, JUNE 28, 2013 AT NOON:**
1) Completed City of Fullerton application
2) Completed supplemental questionnaire
3) Proof of registration as a Professional Civil Engineer in the State of California

POSITION

Under general supervision performs difficult and complex professional civil engineering work in an assigned public works section or area to include reviewing plans related to public works construction projects; performs a variety of engineering work to include the preparation of plans, estimates, specifications and other documents; serves as project engineer, provides direction to professional and technical engineering staff as assigned and performs related work as required.

QUALIFICATION GUIDELINES

Knowledge of: Principles and practices of civil engineering and related project administration; methods, materials and techniques used in the construction of public works projects; advanced mathematics and their application to engineering work; laws, regulations, codes and ordinances applicable to area assigned including Federal and State laws/requirements; rules and regulations governing supplemental funding sources for public works construction and/or studies; recent developments, literature and sources of information regarding civil and structural engineering matters, effective supervisory techniques; English usage, spelling, grammar and punctuation, computer applications as they relate to area assigned.

Ability to: Make engineering design computations and check, design and prepare engineering plans, specifications, studies and technical reports; conduct comprehensive engineering studies and prepare administrative and financial reports and recommendations; understand and interpret complex engineering construction plans, specifications and other contract documents; train and supervise staff as assigned; produce accurate cost estimates related to complex projects; perform technical research and solve difficult engineering problems; prepare and oversee large and complex project budgets; coordinate phases of complex construction projects, ensure project compliance with applicable rules and regulations and prepare progress reports; interpret and apply pertinent laws, rules and regulations; communicate effectively orally and in writing; understand and carry out oral and written instructions and use independent judgment and initiative; establish and maintain effective relationships with those contacted in the course of work; operate a personal computer and use applicable software; meet the public with courtesy and tact.

Education/Training/Experience: Bachelors Degree in Engineering or a closely related field from an accredited college or university and three years of engineering experience involving the design, construction, inspection and surveying of public works projects.

SPECIAL REQUIREMENTS

Valid Class C California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Registration as a Professional Civil Engineer in the State of California.

The City of Fullerton's Conflict of Interest Code requires that the Civil Engineer file financial disclosure statements in accordance with state and local laws.

Must be able to work a flexible schedule to accommodate City needs.

EXAMPLES OF DUTIES:

Reviews plans related to public works construction to include streets, sidewalks, curbs, gutters, sanitary sewers and storm drains; checks plans for conformance with regulations and/or policy regarding line, grade, size, elevation and location of structures; prepares plans and specifications and designs a variety of specialized and complex engineering projects such as roads, sewers, storm drains and structures; develops and prepares reports, correspondence, plans, petitions, diagrams, profiles, cross-sections and estimates; manages assigned projects, prepares related reports, develops related contracts and

other correspondence and maintains records of plans and documents; performs and checks difficult and complex engineering calculations to include hydrology, hydraulic, super elevation and other calculations for a variety of projects; establishes technical criteria and standards and makes difficult and technical engineering decisions; prepares difficult and specialized engineering studies and reports and makes reports orally and/or in writing as appropriate; coordinates assigned activities with consultants, other engineers, developers, contractors, other City departments and outside agencies as needed; prepares requests for proposals and contracts for consulting services; trains, provides technical and functional direction to, monitors the work of and assists in the supervision of assigned staff; investigates site conditions in the field, assists in the construction inspection of assigned projects and makes recommendations on approval of progress payments and change orders; responds to inquiries from a variety of individuals as needed; assists in determining the scope of engineering projects; operates a personal computer and uses applicable software; lifts and moves boxes of records weighing 30 pounds or less; drives a vehicle on City business.

PHYSICAL REQUIREMENTS

Work is performed indoors in an office environment and on-site in the field. When work is performed outdoors there is full exposure to the elements. An incumbent uses a computer, keyboard and related equipment, drives a vehicle on City business, sits for extended periods of time, uses standard drafting tools, stands, walks, reaches, bends, twists, kneels, crouches and grasps, lifts and carries boxes of records weighing 30 pounds or less. In the field an incumbent may walk on slippery/uneven surfaces and slopes and be exposed to construction materials and dust.

With or without accommodations, an incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

ASSESSMENT PROCEDURE Applicants must be specific and complete in describing qualifications for the position. **BASED UPON THE INFORMATION PRESENTED ON THE APPLICATION AND SUPPLEMENTAL QUESTIONNAIRE**, those applicants possessing the most suitable qualifications will be invited to a written examination, performance examination, oral interview and/or other assessment instrument.

Please contact the Human Resources Department if you do not receive notification regarding your application by JULY 15, 2013.

BENEFIT PACKAGE

Insurance - Personalized benefit alternatives, including a choice of health insurance coverage with Blue Cross (PPO or HMO) or Kaiser, and dental insurance through Delta Dental. Employees may choose to forego the City's medical benefit and receive a cash payment in lieu thereof.

Retirement – Membership in the California Public Employees' Retirement System (CalPERS), which includes the "2% at 55" formula for classic members and "2% @ 62" for new members. Fullerton does not participate in the Social Security retirement system.

Other - Eleven holidays, liberal vacation benefits and tuition reimbursement of up to $2,500 per fiscal year for job-related education.

NOTE:

Candidates who successfully complete the assessment process for CIVIL ENGINEER will be placed on an eligible list for this classification, which will remain in effect for at least one year or until an insufficient number of candidates remain on the list.

All employment offers, including appointment offers to City of Fullerton (COF) Employees (EEs), are conditional based upon the successful completion of a medical examination performed by the City's designated physician, at City expense. Medical exams are administered to assess an individual's ability to perform the physical requirements of this position. In addition, COF EEs appointed to safety sensitive classifications and all new hires will undergo a drug screen.

All new hires, including COF non-regular EEs, will be fingerprinted. Fingerprints are verified with the Department of Justice.

All new hires, including non-regular COF EEs appointed to this position, will serve a one-year probationary period. Regular COF EEs promoted to this position will serve a six-month probationary period.

The Fullerton Municipal Employees Federation (FMEF) Memorandum of Agreement requires EEs to participate in the City's direct deposit payroll program.

The FMEF has negotiated an Agency Shop provision with the City. Therefore, all persons hired to classifications represented by the FMEF are required to join the Federation or pay a service fee in lieu thereof.

The Immigration Reform and Control Act of 1986 requires that you must be a U.S. citizen or an alien lawfully authorized to work in the United States to be eligible for hire. All new hires will be required to provide documentation to verify their status.

COF EEs are registered as Disaster Service Workers. If a disaster occurs in the City, EEs may be designated to work in any emergency assignment during disaster relief operations.

The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.

The City of Fullerton is an Equal Opportunity Employer. Women, minorities and handicapped are encouraged to apply.

Visit www.ci.fullerton.ca.us for a complete class specification.

Posted JUNE 3, 2013

Applicants with a qualified disability who require special assistance to participate in the application and/or testing process must notify the Human Resources Department of any necessary accommodations at least 48 hours in advance.