



**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY**

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**#T2049 ASSISTANT ENGINEER-CIVIL
SALARY: \$4216 to \$5079, Monthly**

**#T2050 ASSOCIATE ENGINEER-CIVIL
SALARY: \$4853 to \$5861, Monthly**

APPLY: FIRST DATE: August 3, 2001

LAST DATE: OPEN

This announcement serves to establish/maintain an eligible list for current/future vacancies that occur in the classification(s) specified above. **Please apply promptly.** Although the last date to apply is currently "OPEN", the application filing period may be closed with five days notice.

NOTE:

1. Employees with a valid State of California registration as a Professional Civil Engineer are eligible for an additional 15% pay.
- *2. In addition to salary, these positions receive \$5125 (effective 07/01/03) in annual benefits through a cafeteria-style flexible benefits plan which includes health insurance, life insurance, dependent care coverage, and cash back options.
3. The City of San Diego offers quality savings and retirement plans, PERS reciprocity, 17 days vacation/sick leave and 11 paid holidays annually, tuition reimbursement, and opportunities to pursue career growth and advancement.

REQUIREMENTS: For each position, you must meet the requirement(s) listed below on the date you apply, unless otherwise indicated.

EDUCATION: You may qualify for the educational requirement by meeting one of the following:

- 1) College graduation with a Bachelor's Degree in Civil Engineering or a closely related engineering degree. **(You must submit proof of degree.)**
-OR-
- 2) Certification as an Engineer-in-Training (E.I.T.). **(You must submit copy of certificate.)**
-OR-
- 3) Registration as a professional Civil Engineer with a California State licensing board. **(You must submit copy of license.)**

NOTE: A Master's Degree in Civil Engineering may be substituted for a maximum of one year of the required experience at the Associate level as stated below.

-AND-

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

EXPERIENCE:

ASSISTANT ENGINEER - CIVIL: Two years of full-time professional civil engineering experience.

ASSOCIATE ENGINEER - CIVIL: Three years of full-time professional civil engineering experience which must include one year at a level equivalent to the City of San Diego classification of Assistant Engineer - Civil.

Qualifying professional civil engineering experience must include any of the following:

- 1) Performing routine civil engineering design which includes calculating distances, ties, angles, traverses, closures, plotting cross-sections, profiles and earth work; establishing tentative street grades, sewer and water installations, drainage facilities, or structures; preparing site plans, conducting structural design and calculations and building rehabilitation.
- 2) Preparing construction project bid plans and specifications, including materials and labor.
- 3) Inspecting street, sidewalk, curb, electrical, water or sewer construction, drainage or structures.
- 4) Field or laboratory testing of construction materials.
- 5) Checking and evaluating private development plans, maps, and agreements with a public agency, requiring the application and/or analysis of civil engineering principles.
- 6) Performing routine environmental/sanitary engineering management, studies, planning, investigations, calculations, cost estimations, design and specifications for water/sewer pipelines and pumping stations, hydraulics, wastewater/water reclamation facilities, ocean outfalls, or sewage sludge processing/beneficial use/disposal.

NOTE:

1. Qualifying professional Civil Engineering experience may substitute for education lacked on a year for year basis.
2. Some positions in this series may be within the G.I.S. field. For these positions, knowledge of G.I.S. principles, and specific knowledge of the ARC/INFO, and INGRES, STONER, and/or KYPIPE computer programs are desirable.

LICENSE: A valid California Class C Driver's License may be required at time of hire.

DUTIES: ASSISTANT ENGINEER - CIVIL: Inspect major construction projects such as buildings, bridges, sewers, water lines, and other structures; design and project management duties; design improvements and structures; check plans for conformance to applicable codes; inspect and test construction materials; and perform other duties as assigned. **ASSOCIATE ENGINEER - CIVIL:** Perform the more difficult professional engineering work, including design, research analysis, cost estimation, plan checking, and construction inspection of streets, highways, utility installations, bridges, pipes and water works facilities, buildings, and structures; may plan and supervise the work of professional engineers and subprofessional engineering personnel; may make presentations to community groups, contractors and other agencies; prepare reports and correspondence; and perform related work.

HOW TO APPLY: Submit a completed **DATA ENTRY FORM** and **APPLICATION/SUPPLEMENT (including any attachments)** for the position(s). Please check all positions listed on your application for which you want to apply. On the Data Entry Form you should record only one position; any additional positions you have checked on your application will be automatically added to your file. Your Application/Supplement will be made available to the hiring department(s). Please submit requested materials only.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Application/Supplement** for applicable education, experience, and/or training. Only those applicants whose qualifications most closely relate to the position requirements will be placed on the eligible list.

ELIGIBLE LIST: Separate eligible lists will be established for **Assistant Engineer- Civil / Associate Engineer- Civil**. Candidates who are successful in the screening process described above will be placed on the respective **one category** eligible list(s) which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications from the corresponding list will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center **NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE**. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history, may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

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