



EMPLOYMENT OPPORTUNITY WITH THE CITY OF VERNON

ASSISTANT CIVIL ENGINEER – PUBLIC UTILITIES

MONTHLY SALARY: \$7,674 - \$9,327*

*PLUS, A 3% COST OF LIVING INCREASE EFFECTIVE JULY 14, 2024

FINAL FILING DEADLINE

SUNDAY, JULY 7, 2024, 11:59 P.M. OR WHEN WE RECEIVE THE FIRST 100 QUALIFIED APPLICATIONS, WHICHEVER OCCURS FIRST

THIS RECRUITMENT IS TO FILL ONE FULL-TIME VACANCY IN THE [PUBLIC UTILITIES DEPARTMENT](#) AND TO ESTABLISH AN ELIGIBILITY LIST TO BE USED FOR FUTURE VACANCIES.

SUMMARY: Under basic supervision, performs a variety of complex technical and engineering work related to the design of plans and specifications of water and gas facilities; prepares and develops in-house studies, surveys, reports, construction management and Preliminary Design Reports for water related programs and projects, directs and reviews engineering and hydrogeological consultants and related work.

ESSENTIAL FUNCTIONS: As defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job flyer does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Performs engineering tasks in the preparation of construction plans and specifications, request for proposals, request for bids, bid documents, notices to proceed, notice of completions, and other related documents.
- Administers professional services contracts in engineering, hydrogeology, electrical and construction management consulting contracts.
- Prepares, reviews and developments engineering plans and specifications and studies using AutoCAD software, Geographical Information Systems, Hydraulic Water Models, Computer Maintenance Management Systems, SCADA and Microsoft Office related to the design, construction, operations and maintenance of water facilities, programs and projects.
- Prepares engineering estimates.
- Conducts operational analyses for water distribution systems with wells, boosters, reservoirs and electrical systems to improve facility reliability, efficiencies and flexibility.
- Inspects materials and workmanship on public utilities projects and evaluates conformance with plans and specifications.
- Oversees work performed by Vendors and Contractors.
- Responds to inquiries and provides information regarding property descriptions and utility locations.
- Prepares plans and specifications for a variety of capital improvement projects.
- May train, organize and coordinate activities of Engineering Aides; may provide work performance feedback to supervisor/manager.

MINIMUM QUALIFICATIONS - Education, Training and Experience Guidelines:

Bachelor's Degree in Civil Engineering and two years of experience in engineering or construction management is required. An Engineering-In-Training (EIT) certificate is highly desirable and may be substituted for the two years of experience.

LICENSE AND CERTIFICATION REQUIREMENTS: A valid California State Driver's License is required. Additional technical certifications are preferred and may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: Work is performed in a standard office environment, and in internal and external environments throughout the City, with possibility of exposure to hazardous materials.

Knowledge of:

- Fundamental engineering computations, methods, practices, and techniques used in design, construction, construction management and operations of water and gas facilities.
- Fundamental engineering methods, practices and techniques in preparation of engineering reports, studies, Preliminary Design Reports and engineering design standards.

Skill in:

- Interpreting and applying state and federal statutes, codes, rules, and regulations for water resources.
- Analyzing data and information to draw logical conclusions; Computing engineering calculations.
- Working effectively with others to develop solutions for problems.
- Collecting and analyzing data, and making appropriate recommendations.

SELECTION PROCESS: Completed application packets will be reviewed and only the first 100 qualified applicants whose qualifications best meet or exceed the requirements of the position and needs of the City, will be invited to participate further in the selection process. Candidates must be specific and complete in describing their qualifications for the position. Failure to state all pertinent information may lead to elimination from consideration. Applications must be [submitted online](#). If you submit multiple applications, only the most recent application will be considered. Copies of degree if applicable must be attached and submitted with the application. Stating "see resume" is not an acceptable substitution for a completed application. To view the complete job description, please visit our website at www.cityofvernon.org. It is the applicant's responsibility to notify the Human Resources Department of any changes to their contact information. Following the closing of the filing period for this recruitment, the Human Resources Department will review the application materials submitted for minimum qualifications. Those applicants who meet or exceed the minimum qualifications for the position will be invited to participate in the next phase of this recruitment process. "The City of Vernon is an Equal Opportunity Employer"

CITY OF VERNON - HUMAN RESOURCES DEPARTMENT

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