



**CITY OF FORTUNA
EMPLOYMENT OPPORTUNITY
ASSISTANT CITY ENGINEER II
FULL-TIME**

SALARY:	\$52,610 – \$64,008 per year
APPLICATION:	Submit Application Form to: City of Fortuna 621 11th Street Fortuna, CA 95540
FINAL FILING DATE:	Application Deadline is 4:00 p.m. on Friday, April 13, 2018

The purpose of this job description is to define the general character and scope of responsibilities for persons occupying this job classification. It is not intended to describe or list every duty or task for this classification.

DEFINITION

Under the general direction of the City Engineer; performs a variety of technical office and field engineering work; performs basic-to-moderate design tasks; prepares portions of project documents; reviews and edits public works project specifications; conducts research and investigations; performs public works inspections; performs surveying work; prepares engineering drawings using Geographic Information Systems (GIS,) Computer-Aided-Design-Drafting (CADD); Performs capacity analysis using city water and sewer models, provides supervision, instruction and direction to other engineering techs and assigned personnel; and does related work as required.

DISTINGUISHING CHARACTERISTICS

Assistant City Engineer II is the full-time advanced level skills position in the Engineering Technician class series requiring knowledge of engineering skills, construction practices, GIS, CADD and surveying. Incumbents are expected to become familiar with the policies and procedures of the City, as well as standard specifications relating to various City projects. Job assignments are performed with minimal guidance and supervision with the expectation that incumbents have the ability to choose among alternatives in completing tasks. Job assignments are performed under the general direction of the City Engineer, but extensive latitude is granted for the exercise of independent judgement and initiative. Work is typically performed in both a general office environment, and outdoors which may include work in inclement weather. Outdoor environments may be in and around construction equipment and public traffic, and may be dusty, dirty and/or wet.

SPECIAL CHARACTERISTICS

- Regular, full-time.
- FLSA non-exempt.
- Represented by the Fortuna Employees Association (FEA)

JOB REQUIREMENTS

- May be required to maintain a valid California Driver’s License throughout employment. If required, incumbent will participate in the DMV “Pull Program”.
- Employees must be at least 18 years of age to operate a City vehicle or personal vehicle for work-related purposes, as required by Redwood Empire Municipal Insurance Fund (REMIF), the City’s self-funded insurance pool.

EXAMPLES OF DUTIES

Assists with the development of plans for capital improvement projects; reviews and comments on plans and specifications for capital improvement and land development; provides liaison with professional consultants working on capital improvement projects and/or public works contracts; prepares and processes contracts, change orders, and invoices for professional consultants; performs topographic field surveys; prepares maps, GIS and CADD drawings; performs public works inspections; processes and tracks contractors’ requests for payment on public works contracts (including review and processing of certified payrolls), performs research related to the development of plans; supplies data and information as requested and required by others; performs a variety of technical engineering field and office work; uses a computer to prepare construction plans and correspondence; completes water, sewer and storm drain capacity analysis, prepares neat, precise and accurate drawings and plans; assists in preparation and distribution of plans; performs other duties as assigned.

Education and Experience:

High School diploma or GED required. Bachelor's degree in civil engineering or significant completion of coursework for bachelor's degree in civil engineering is desired. Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be two to three (2-3) years of civil engineering coursework, combined with a minimum of four (4) years responsible technical engineering or surveying work experience with another public agency or private engineering firm performing assignments similar to those described above.

DESIRABLE QUALIFICATIONS

Knowledge of:

- *Safe work practice.*
- Basic principles, practices and methods of construction projects.
- Engineering practices and procedures.
- CADD (Computer-Aided-Design-Drafting), Autodesk Civil Design Software.
- GIS applications.
- Field surveying and surveying instruments, including Total Station.
- Cost estimating for construction projects.
- Drafting principles and practices.
- Design standards and specifications.
- Property maps and property descriptions.
- Public Works inspection procedures and practices.
- Mathematics as used in routine cost estimating and surveying
- Water modelling software including SWMM and EPANET.

And Ability to:

- Use computer and CADD software, including AutoCadd® Civil 3D, MS Word, MS Excel, MS Access, MS Outlook, MS Project, MS Powerpoint, and GIS applications. Working skills in database and GIS particularly desired.
- Develop broad knowledge and skills in general engineering tasks.
- Evaluate, select and apply standard techniques, procedures and criteria to perform a task or sequence of tasks for conventional engineering projects.
- Collaboratively use judgement to determine adaptations in methods for nonroutine aspects of assignments.
- Perform a variety of technical surveying field and office work.
- Maintain accurate inspection reports and documentation, including daily logs.
- Understand and follow oral and written instructions.
- Prepare and maintain accurate and concise records and reports.
- Make and check mathematical calculations related to drafting and basic engineering.
- Perform engineering calculations in surveying and estimating jobs.
- Prepare maps, plans, drawings from engineering sketches and other data.
- Organize, maintain and update a variety of maps and records using computer and hard copy files.
- Perform field surveying assignments.
- Assist in the review and processing of parcel maps, records of survey, subdivision tentative maps, improvement plans, record maps, and as-builts.
- Assist with the development of engineering plans, Capital Improvement Plans, and department budgets.
- Perform drafting assignments.
- Coordinate with other agencies and utilities on projects.
- *Establish and maintain effective working relationships, effectively working in a team environment to complete collaborative efforts with engineering, planning, public works, and administrative personnel.*
- *Communicate effectively with others, orally, in writing, and making public presentations, using both technical and non-technical language.*
- *Understand and follow oral and/or written instructions, policies and procedures.*
- *Prepare and present accurate and reliable reports containing findings and recommendations, orally, in written form, and in a public meeting setting.*
- *Operate or quickly learn to operate a personal computer using software applications appropriate to assigned tasks; as applicable.*
- *Use logical thinking and creative thought processes to develop solutions according to written directions or oral instructions.*
- *Perform a wide variety of duties and responsibilities with accuracy and speed under pressure of deadlines and changing priorities.*

- Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Act with integrity, ingenuity and inventiveness in the performance of assigned tasks.

ESSENTIAL PHYSICAL ABILITIES

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in their assigned work environment, including where applicable the operation of motorized vehicles and equipment.

EMPLOYEE BENEFITS

Salary	Appointment is normally made at the first rate shown on the announcement. Eligibility for advancement will normally occur after one year. Thereafter employees are eligible for merit increases annually.
Retirement	The City is a member of the Public Employees Retirement System (PERS). The City currently has 3 tiers of PERS retirement. The 1 st tier applies to members employed prior to March 1, 2012. The 2 nd tier applies to current employees hired after March 1, 2012 and previous (Classic) PERS members with a break in service of less than 6 months hired after January 1, 2013. The 3 rd tier is the State mandated retirement formula effective January 1, 2013, which applies to New PERS members and previous members with a break in service greater than 6 months. Miscellaneous: <u>Tier 2: PERS CLASSIC MEMBERS (2% at 55, 3 highest years)</u> - The current 7% employee contribution is paid by the employee. <u>Tier 3: NEW PERS MEMBERS or PREVIOUS PERS MEMBERS WITH A BREAK IN SERVICE OF 6 CALENDAR MONTHS OR GREATER (2% @ 62, 3 highest years)</u> - The 6.5% employee contribution is paid by the employee. For the 2% @ 62 formulas the employee contribution will change each fiscal year to be at least 50% of the normal cost rate as determined by PERS.
Insurance:	The City makes a substantial contribution towards medical, dental, optical and life insurance for employees and their families. Current medical coverage is through Anthem Blue Cross with a \$250 annual deductible (up to \$750 for family), and a \$25 copay. Vision insurance is through VSP and dental insurance is through Delta Dental. For FY 2013-2014, the maximum employee contribution for full coverage for employee only is \$76.38 per month, employee + 1 is \$130.33 per month, and employee + two (or more) is \$179.01 per month. A variety of supplemental insurance coverages are also available through AFLAC
Assistance Program:	This program is provided at no cost to employees and includes counseling for family matters and substance abuse, and assistance with legal and financial issues.
Deferred Comp:	ICMA and VALIC deferred compensation plans are available to employees choosing to participate.
Vacation:	Two weeks after one year; three weeks after six years and four weeks after eleven years.
Holidays:	Eleven paid holidays annually.
Sick Leave:	Accrual at the rate of eight hours per month
Other Benefits	To encourage Employees to reside within 20 miles of Fortuna, a residency incentive is given to eligible FEA employees. Children of City employees are eligible to participate in certain City-sponsored recreation activities at no cost while employee is at work, including public skating, Holiday Recreation Programs and Summer Fun program.
Although benefits have been reported as accurately as possible, there has been no warranty of complete benefit summary intended. All information provided is subject to the actual terms of the legal documents that control benefit programs.	

EQUAL OPPORTUNITY

The City of Fortuna's policy is to promote equal employment opportunity to all without regard to sex, age, race, color, religious creed, national origin, ancestry, political affiliation, marital status, disability, or other non-merit factors.

REASONABLE ACCOMMODATION FOR THE DISABLED

The City of Fortuna makes reasonable accommodation for the disabled. Individuals with disabilities requiring any accommodation in order to participate in the testing process, must inform the City Manager's Office of the City of Fortuna in writing no later than the final filing date as stated on the job announcement. Also, those applicants needing such accommodations may be required to document this request including an explanation as to the type and extent of accommodations, as well as documentation from a qualified authority of the requirements needed to participate in the selection process.

IMMIGRATION LAW

In accordance with the Immigration Reform Act of 1986, the City must verify once an employment offer has been made, that all persons have written proof of their right to work in the United States. Therefore, acceptable proof of right to work must be submitted prior to the start date.

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. ANY PROVISION CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED.



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**Obtain Application and complete Job Description from the City of Fortuna:
621 11th Street Fortuna, CA 95540 • (707) 725-7600 • Friendlyfortuna.com**

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