



# Assistant Engineer/ Associate Civil Engineer

Assistant Engineer \$2,090.74-\$2,668.33/bi-weekly  
Associate Civil Engineer \$2,309.89-\$2,947.86/bi-weekly  
3% COLA will be effective July 2017

Apply by 3pm, Friday, June 2, 2017

## Are you...

- Interested in municipal government and public service?
- Detail oriented and well organized?
- Enjoy working with people?
- A team player who wants to contribute?
- A person who wants to make a difference?

## Primary Responsibilities

Under general supervision the **Assistant Engineer** possess their EIT certificate and performs professional engineering work in the design, evaluation and construction of street, storm, sewer, and other public work projects; reviews engineering reports, drawings, and calculations for buildings, structures, streets, sewers and other public works facilities to ensure compliance with codes, regulations and ordinances. **The Associate Civil Engineer** is a registered Civil Engineer and performs complex professional engineering assignments requiring considerable knowledge of various aspects of civil engineering including land development, planning, design standards and regulations, construction and maintenance.

## Qualifications

**Assistant Engineer:** 3 years of para-professional Engineering experience **OR** 3 or more years of college level coursework in Civil Engineering; possession of an Engineer in Training Certificate from the State of California State Board of Registration for Civil & Professional Engineers. Must possess a valid Class C driver's license.

**Associate Civil Engineer:** 3 years of increasingly responsible Civil Engineering experience, a bachelor's Degree in Civil Engineering, and must be a Registered Civil Engineer with the State of California. Must possess a valid Class C driver's license.

## Examination Process

Only those applicants who meet the qualification standards of this position by the application filing deadline will be allowed to participate in the examination process. Examination scores determine standing on Civil Service eligibility lists. The City Administrator, upon recommendation of the department head, will make the final selection and appointment from the established eligibility list.

The examination process may consist of the following parts: Application Package Review; Qualifying Only; Oral Exam; 100% Weight Value. Candidates must earn a score of 70% or higher to be considered for the eligibility list.

Applicants who require special examination accommodations due to a disability should contact the Human Resources Department five (5) business days prior to any scheduled examination at (559) 661-5401.

Applicants may be eligible for Veteran's Preference Points (5 points) and should attach a DD214 to their employment application for consideration of this preference.

City of Madera  
Human Resources  
205 W. 4th Street  
Madera, CA 93637  
(559) 661-5401

# Compensation and Benefits

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Compensation and benefits for the Assistant Engineer and Associate Civil Engineer position are defined in the Memorandum of Understanding between the City of Madera and the Mid Management Bargaining Unit as well as the City's Personnel Rules.

Retirement: The City participates in the CalPERS defined benefit retirement system. Classic Members: 2% at 60 formula, average three year final compensation; New Members (PEPRA): 2% at 62 formula, average three year final compensation. The City does not participate in Social Security.

Deferred Compensation: The City offers a paid/vested contribution of 4.2% of base pay to one of two 457 plans offered to the employee. In addition, the employee may also contribute.

Health Insurance: The City contributes a monthly amount for the employee to use to purchase health, dental and vision coverage. For medical coverage, the City contracts with United Health Care. Dental insurance is through Principal Financial and vision coverage is through Superior.

Life Insurance: The City provides a \$15,000 life and accidental death and dismemberment policy along with \$5,000 dependent life. The employee may purchase additional supplemental life insurance for him/herself, spouse and/or dependents.

Medicare: The City contributes an amount equal to 1.45% of the employee's salary; the employee also contributes 1.45%.

Long-Term Disability: This city paid benefit provides up to 2/3-income protection.

Bilingual Incentive: English/Spanish for qualifying individuals and positions after passing annual bilingual test.

Employee Assistance Program: The City of Madera offers an employee assistance program for employees and dependents that provides counseling and other services for dealing with life's challenges at no cost to the employee.

Paid Leave: The City offers paid vacation, sick and administrative leave. Additionally the City offers 11 8-hour paid holidays and 2 4-hour paid holidays.

Flex Schedule: Mid Management employees may request to work a traditional 5 day, 40 hour work week or alternatively may request to work a 9/80 pattern or 4/10 pattern subject to approval of the City Administrator.

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## General Information

Applications may be obtained from the City's website [www.cityofmadera.ca.gov/apply](http://www.cityofmadera.ca.gov/apply) or by calling the City's Human Resources Department at (559) 661-5401. Original applications must be submitted to the City's Human Resources Department prior to the application deadline. Facsimiled or digitally signed applications will not be accepted.

The City of Madera is an equal opportunity employer. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, medical condition (cancer-related) or the conditions Acquired Immune Deficiency Syndrome (AIDS) or AIDS Related Conditions (ARC).

Appointment will be contingent upon an extensive background check, pre-employment physical and drug screen. Final appointment will be made by the City Administrator upon recommendation of the Department Head.

**Affirmative Action / Equal Employment Opportunity / Drug Free Employer**