



The Position

The Town of San Anselmo is hiring for the position of Assistant Civil Engineer in the Public Works Department. **This position is an entry level position with no previous work experience required.** Under general supervision, the position performs professional engineering work in the design, plan review, investigation, inspection and construction of public works or private development projects and performs other related public works duties as assigned. The employee may oversee the work of contractors for assigned projects and may provide lead work assistance to other departmental staff performing tasks on the same assigned projects.

This position performs the following essential job duties:

- Plans, supervises and performs professional engineering work, under supervision of staff listed above, in the design and construction of public capital projects, specializing in street improvements, drainage, structures, buildings and related facilities.
- Participates in the preparation of plans, project specifications, inspections, legal descriptions, surveys and other engineering work performed by staff members and consultants.
- Participates in the review of plans and the inspection of construction in progress for adherence to codes, acceptable engineering standards and related Federal, State and Town standards and policies.
- Meets with public and private engineers, architects, contractors and owners to explain and discuss projects.
- Responds to inquiries or complaints from the public and provides technical information to outside Agency staff, Town Council and the public.
- Under supervision prepares comprehensive technical reports and staff reports in verbal and written form to the Planning Commission, Town Council and other agencies as required.
- Coordinates engineering activities and capital projects with other departments and agencies.
- Reviews engineering drawings, plans and specifications and other legal documents for signature by the Public Works Director.
- Ensures compliance with Public Contracts Code, Federal and State laws, local ordinances and regulations.
- Manages and develops the Town's mapping and geographic information system.

- Prepares the application of grants for Town projects from Federal, State and local funding sources.
- Provides administrative support to the Public Works Department and/or Director.
- Administers Town encroachment permits, grading permits, well permits and creek bank permits.
- Works on stormwater and flood related projects and issues.
- Reviews the traffic signals operations and maintenance.
- Performs related duties as required.

The ideal candidate will demonstrate:

Knowledge of:

- Principles and practices of civil engineering.
- Drafting and related software.
- Current engineering technology and related engineering software.
- Microsoft Excel, Word, and other general software in the preparation of reports and presentations.

Ability to:

- Analyze engineering problems.
- Complete mapping and drafting assignments.
- Inspect public works and construction projects.
- Work effectively with contractors, engineers and their representatives.
- Operate a computer and related engineering software.
- Analyze civil engineering problems, evaluate alternatives, and reach sound conclusions.
- Prepare clear, concise, and accurate reports, records, and correspondence.
- Evaluate and resolve engineering problems.
- Establish and maintain effective working relationships.
- Communicate effectively, verbally and in writing.

Experience and Training:

Valid drivers' license; Bachelor's degree in Civil Engineering or other related field; **no formal work experience is required.**

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Compensation and Benefits

Monthly salary for this 40 hours per week position is \$5,960 - \$7,245 with the starting salary depending on experience. A comprehensive benefits package is offered including PERS retirement; generous coverage for health, vision, dental; life and LTD insurance; and paid sick, vacation, and holiday leave. Cashback pay of up to \$365 per month is provided if insurance coverage is waived. This position is part of the SEIU unit.

About the San Anselmo Area

San Anselmo (population 12,600) is located in the heart of the Ross Valley in Marin County, approximately 10 miles north of the Golden Gate Bridge. San Anselmo has a close-knit and active community environment. The Town is known for Imagination Park as well for its many shops and restaurants. San Anselmo's location in Marin County offers a wonderful mix of active recreational pursuits, including power and sail boating in the ocean and bays, and sheltered harbors with easy access to over 1,000 miles of inland waterways. San Francisco is within easy driving distance, as are the Napa and Sonoma wine countries.

How to Apply

APPLICATION DEADLINE: Open until filled -- Candidates applying by Friday July 20, 2018 at 3 pm will receive first consideration.

Please submit a **letter of interest**, completed Town **application** and your **resume** to:

Town of San Anselmo
Human Resources Department
525 San Anselmo Avenue
San Anselmo, CA 94960

Or email to hr@townofsananselmo.org

Employment applications are available online at

<http://ca-sananselmo2.civicplus.com/129/Employment-Opportunities>

***The Town of San Anselmo supports work place diversity
and is an equal opportunity employer.***