



# City of Milpitas

We invite applications for the position of:  
**Associate Civil Engineer**

---

**Annual Salary Range: \$100,003 - \$121,556**

**Post Date: February 25, 2016**

**Close Date: March 18, 2016; 5:00p.m.**

## **Why Milpitas?**

Located at the southern tip of the San Francisco Bay, the City of Milpitas is a dynamic community that is an integral part of the high tech Silicon Valley. With a much diversified resident population of 72,606, Milpitas features quality schools, conveniently located neighborhood parks and shopping centers. The role of every employee is to be committed to accomplishing the community's vision by providing fiscally sound, superior services.

You will be joining a community of 328 professional employees as diverse as the city they support. We are privileged to have such a unique workforce and to foster an environment that encourages those differences. We believe in supporting our employees' abilities and desires for professional growth, to better support retention and commitment throughout all career stages. Milpitas employees are proud and know that their contributions make a difference to the community as well as to their own career. We encourage you to check us out:

<http://www.ci.milpitas.ca.gov/>

## **The Opportunity**

The Associate Civil Engineer will supervise and participate in the activities of major civil engineering work and perform professional and technical engineering tasks and assignments relative to the assigned area of responsibility. This Associate Civil Engineer position will work in the Design and Construction Unit and will take an active role in managing the City Projects. This position will supervise, train and evaluate assigned technical and/or professional staff. Incumbents typically perform the more complex duties and tasks assigned to Design and Construction.

## **What You Will Do**

Duties may include, but are not limited to, the following:

- Review development plans for conformance with City design criteria and standards.
- Review proposed mitigation measures and make recommendations relative to their adequacy.
- Oversee the preparation and/or review plans and specifications for public works projects, such as sewer, water, and storm projects, above ground utility projects, building renovation improvement projects, street improvements, and subdivision development.
- Perform engineering calculations, prepare cost estimates based on conceptual, and detailed engineering drawings, and review street improvements.



# City of Milpitas

We invite applications for the position of:

## Associate Civil Engineer

- 
- Prepare work scopes and draft consultant contracts.
  - Review billings against work performed and recommend payments.
  - Represent the City and serve as staff on various boards, commissions and committees relative to assigned area of responsibility.
  - Prepare and submit annual, quarterly, and monthly reports to regulatory agencies.
  - Perform other duties as assigned.

### Experience and Education

A Bachelor of Science degree from an accredited college or university in civil engineering. AND Three years of increasingly responsible and varied professional civil engineering experience including supervisory experience. Land development engineering experience is highly desired

### License and Other Requirements

Registration as a professional civil engineer in the State of California.

Possession of or an ability to obtain and maintain a valid driver's license from the State of California

### Special Requirements

Work is performed primarily in an office environment and at construction sites; extensive use of the telephone, radios, and computers with repetitive keyboarding; ability to walk on uneven ground; and drive to various locations daily. Ability to work safely in a hard-hat construction zone is essential.

### Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

### To Apply

Submit application, supplemental questions (if applicable), resume, copies of required certificates (if applicable) online at [www.calopps.org](http://www.calopps.org) or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

A complete job description is available on the City of Milpitas website: [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) (under Employment, Job Specs) or from Human Resources.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.



# City of Milpitas

## We invite applications for the position of: **Associate Civil Engineer**

---

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require alternate communications, please contact Human Resources at (408) 586-3090.

### **Benefits**

The City provides an excellent array of benefits that includes the following:

- Health Insurance: Multiple plans available through CalPERS Health; plans with Kaiser rate or lower are paid by City
- Delta Dental: City paid
- Vision: City paid
- Life insurance: City paid \$50,000 life insurance; Voluntary life available at employee expense
- 457 (b) Deferred Compensation Plan: City contributes \$900 a year
- Vacation: 11 days accrued in first year
- Sick: 12 days per year
- Holidays: 13 paid holidays per year
- Flexible Spending: Pre-tax medical and dependent care expense accounts
- Credit Union
- Employee Assistance Program
- Tuition Reimbursement Program
- Milpitas Sports Center Membership: City paid
- Retirement: Milpitas employees become members of the California Public Employees' Retirement System (CalPERS).

**Classic Employees: Employees hired prior to or after January 1, 2013**, who are an existing CalPERS member will be enrolled in the 2% @ 60 CalPERS retirement benefit formula.

**New Employees: Employees hired after January 1, 2013**, who have never been a CalPERS member, or are a member of a retirement system (CalPERS or reciprocal) with a break in service longer than six (6) months, will be enrolled in the 2% @ 62 CalPERS benefit formula.

- Employees pay 1.45% towards the Medicare Plan. The City does not participate in Social Security.

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

Multiple positions may be hired from this recruitment based on the strength of the applicant pool.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.