



**CITY OF SANTA CLARITA
JOB OPPORTUNITY
Associate Engineer – Land Surveyor
Development Services**

\$6,552 - \$7,964/month

Steps A-E

Under the direction of the Assistant City Engineer, this position is responsible for performing complex design, plan review, field inspections, and construction management of civil engineering projects.

DUTIES & RESPONSIBILITIES:

- Reviews and evaluates public improvement plans including street improvement plans, sewer plans, storm drain plans, grading plans, and tract and parcel map easements
- Conducts land surveys and performs field inspections, field construction surveying, and staking; prepares legal descriptions for property transfers
- Serves as project manager over City engineering projects; prepares requests for proposals; writes specifications, oversees the bid process; and negotiates and administers contracts
- Advises and assists the public, developers, contractors, and other engineers, and ensures project compliance with construction codes, City Ordinances and standards, and the project Conditions of Approval
- Investigates and resolves citizen complaints
- Researches, prepares, and presents reports on a variety of engineering and land surveying matters

EDUCATION & EXPERIENCE:

- Bachelor's Degree in Civil Engineering or a related field AND four years of professional civil engineering experience
- Relevant work experience may substitute for the education requirement on a year for year basis
- Possession of a valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for Civil and Professional Engineers or registered as a Land Surveyor
- Possession of, or ability to obtain, a valid Class C California driver's license

KNOWLEDGE & ABILITIES:

- Knowledge of engineering regulations including construction codes, City Ordinances, City standards, and federal and state laws
- Has experience with property boundary determinations and familiarity with the State Subdivision Map Act
- Ability to analyze and evaluate design drawings and specifications; read and utilize field survey notes; and interpret, explain, and apply applicable engineering laws, codes, and regulations

- Ability to analyze engineering-related problems, be an innovative and strategic thinker, and provide sound policy and procedural recommendations
- Ability to oversee and manage multiple projects simultaneously, be sensitive to deadlines and changing priorities, develop project cost estimates; work within the constraints of the budget, monitor contracts, and ensure compliance with engineering codes and regulations
- Ability to communicate clearly and concisely, make public presentations, and write clear, concise reports
- Ability to establish and maintain effective working relationships with co-workers, outside agencies, and contractors

An **online completed City application form is required to apply for this position.** All employment information must be provided on the application. Providing a resume is not a substitute for completing this section of the application. Applications left incomplete, or with a reference to attachments may be rejected. The selection process will include one or more of the following: written exam, technical knowledge assessment, writing skill assessment, and/or oral interviews. If you require special accommodations to participate in the application/selection process, please notify Human Resources for assistance.

All offers of regular employment with the City of Santa Clarita are made contingent upon receipt of proof of legal right to work in the United States and successful completion of a post-offer pre-employment physical, which may include a drug screen. The City uses the E-Verify program to electronically confirm work authorization of newly hired employees. Positions considered security and/or safety sensitive are also required to be fingerprinted and criminal offender information will be reviewed on an ongoing basis. Only degrees recognized by the U.S. Department of Education and accredited by the Council for Higher Education Accreditation will be accepted. Additional recent, related work experience may substitute for the education requirement on a year for year basis. All new employees are required to participate in the DMV Employer Pull-Notice Program. This program authorizes the City to receive a driver record report upon enrollment and during employment.

Compensation includes enrollment in California Public Employees' Retirement System as a replacement for Social Security plus a competitive benefits package. All appointments are made at the "A" step of the salary range unless otherwise authorized by the City Manager.

For more information and to apply online please visit www.santa-clarita.com.

APPLICATION DEADLINE

12 p.m. on Monday, July 18, 2011

The City of Santa Clarita is an Equal Opportunity Employer