



# Assistant Engineer

## Definition

Under general supervision, performs various professional field and office engineering work related to the management, planning, design, construction, and maintenance of the Town's Capital Improvement Program (CIP), land development, traffic engineering, public works infrastructure, and daily departmental operations; provides project management and administration; confers with developers, contractors, and representatives of other agencies regarding facility and infrastructure development; administers professional services and construction contracts; administers Federal and State grant funds associated with construction projects; provides professional staff assistance to the Director of Public Works/Town Engineer, other departments, and the public in areas of expertise; performs a variety of studies and prepares and presents staff reports; and performs related work as required.

## Characteristics

This is an entry-level class in the professional engineering series. Initially under close supervision, incumbents with basic engineering experience perform professional and technical engineering work in Town's Capital Improvement Program (CIP), land development, traffic engineering, public works infrastructure, and daily departmental operations, in addition to providing project management and administration. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually perform most of the duties required of the positions at the Associate level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly relate work experience.

## Examples of Typical Job Functions

(Illustrative Only)

***Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.***

- Plans, designs, and inspects all phases of civil engineering public works construction projects, including defining the scope of the project; securing adequate funding from Federal and State grant programs and other funding sources; coordinating with permitting and public utility agencies; performing historical document research and review; surveying and engineering analysis of alternatives; preparing plans, specifications, and cost estimates; performing research, map, and field studies and surveys; drafting site plans with specialized computer software; applying engineering principles and practices to specific problems; coordinating construction schedules with other projects and agencies; preparing and reviewing cost estimates; and inspecting construction of projects to ensure compliance with construction documents; and performs related planning and design work.
- Reviews construction plans prepared by consulting engineers and private contractors to verify compliance with Town sidewalk, public utility, and improvement requirements; checks plans for conformance with regulations regarding line, grade, size, elevation, and location of structures; reviews engineering calculations of other engineers or engineering technicians; participates in pre-design, construction, and utility coordination meetings and issues construction permits.
- Provides construction administration, public relations, management, and inspection of public works construction projects, including coordinating work with other divisions and Town departments, reviewing and inspecting work to ensure conformance with plans and specifications, tracking and maintaining all project accounting, coordinating schedules, and providing public notices of projects.
- Reviews traffic control plans; performs speed and traffic surveys and traffic counts.
- Processes subdivisions and prepares and reviews legal descriptions.
- Reviews and prepares traffic signal plans, timing plans, and sign and striping plans.
- Other duties as assigned.

# The Ideal Candidate

## Knowledge of:

- Civil engineering principles, techniques, policies, and procedures.
- Methods, materials, and techniques used in the construction of public works projects, including stormwater, street, and traffic systems design.
- Basic principles, practices, procedures, and standards related to Town public works, engineering infrastructure development and maintenance, and surveying.
- Basic principles and practices of capital improvement program budgeting, cost estimation, funding, project management, and contract administration.
- General design, layout, and construction practices for public improvements such as streets, storm drains, grading, and landscaping.
- Subdivision engineering, plan review, mapping, and construction practices.
- Bidding requirements for public works projects.
- Project management and contract administration principles and techniques.
- Engineering plan types, review practices, and permit filing and approval procedures.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Modern office practices and technology, including personal computer hardware and software applications related to the work, such as computer-aided drafting (CAD) concepts and applications and Geographic Information Systems (GIS) programs.
- Modern developments, current literature, and sources of information regarding engineering.
- Principles of advanced mathematics and their application to engineering work.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.

## Ability to:

- Conduct complex civil engineering research projects, analyze complex problems, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Prepare, understand, and interpret engineering construction plans, specifications, and other contract documents.
- Assist in and develop and administer contract for professional services and construction in a public agency setting.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations, technical written material, and Town engineering policies and procedures.
- Design engineering projects.
- Read and understand technical drawings and specifications.
- Perform mathematical and engineering computations with precision.
- Recognize discrepancies from as-built to contract specifications and recommend reconciliation.
- Make engineering design computations and check, design, and prepare engineering plans and studies.
- Direct the work of contract consultants.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, legal descriptions, and other written materials.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Town in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.

## Education & Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering or a related engineering field. Additionally, one (1) year of professional engineering design, plan review, and project administration experience, preferably in a public agency setting.

## Benefits

Benefits provided by the Town of Paradise will be pursuant to the General Unit MOU for this position. Outlined below is a summary as at the time of recruitment.

PERS retirement plan (2% @ 60 for classic members, 2% @ 62 for new members)

Retiree Medical Equal to active EE contribution

Longevity 5% @ 10 yrs.  
7.5% @ 15 yrs.  
10% @ 20 yrs.

Sick Leave 96 hrs./yr.

Vacation Leave 0-4 yrs. = 80 hrs./yr.  
5-9 yrs. = 120 hrs./yr.  
10 & over = 200 hrs./yr.

Bereavement Leave Up to 3 days each leave

Holidays 12 days/yr. and 28 hrs./yr. floating

Medical Plans\* PERS Medical Plan\*\*  
MetLife Dental  
Superior Vision

\*Employees pay a portion of premium for coverage

\*\*Deferred compensation in lieu of medical is an option

Short-Term & Long-Term Disability Plan

Life Insurance \$100,000

Deferred Comp (457) Available for EE Contribution

No Social Security participation

Gym Reimbursement \$120 per quarter

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The pay rate for this position is:

**\$36.72 to \$46.87 hourly or  
\$76,377 to \$97,489 annually**

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## Important Application Information

- For a complete job description please visit [www.townofparadise.com/hr](http://www.townofparadise.com/hr)
- To apply for this opportunity, submit a completed [Town of Paradise Application](#) to the following address:  
Town of Paradise – Human Resources Department  
**Attn: Assistant Engineer**  
**5555 Skyway**  
**Paradise, CA 95969** or email to: [salvies@townofparadise.com](mailto:salvies@townofparadise.com)
- Application packets must include the following:  
[Town of Paradise Employment Application](#)  
**Resume and Cover Letter**

## Final Filing Date

**Wednesday, August 9, 2023 @ 5:00 p.m.**

Postmarks will not be accepted as proof of filing date.

## Selection Procedure

Following a review of the applications, top candidates who meet the minimum qualifications will be invited to participate in an oral board interview process. The successful candidate will be required to pass an extensive background check and pre-employment physical examination at the Town's expense, and final background review prior to appointment.

*The information contained in this announcement is general in nature and does not constitute an expressed or implied contract. Employee benefits may vary with different employee bargaining units and are subject to change by mutual agreement.*

*The Town of Paradise is an Equal Opportunity/Affirmative Action Employer*