



CITY OF SIMI VALLEY

Announcing an Outstanding Career Opportunity

Associate Engineer (Waterworks)

\$6,637 - \$8,522 per month

The salary range will increase by 2% on January 9, 2017

Plus an excellent benefits package



The City of Simi Valley is an Equal Opportunity Employer

The City

The City of Simi Valley, home of the Ronald Reagan Presidential Library, was incorporated in 1969. It is a General Law City with a Council/Manager form of government. Simi Valley encompasses an area of 39 square miles and is located in the southeast portion of Ventura County. The current estimated population is 129,234, yet Simi Valley maintains a unique balance of open space and City amenities.

Outdoor recreation includes over a dozen beautiful parks, camping and picnic spots, tennis courts, four golf courses and one of the largest equestrian trail systems in the United States. Boating and other water sporting activities are only 60 to 90 minutes away in Ventura and Santa Barbara. The City of Los Angeles is less than an hour away.

Excellent community facilities provide service to Simi Valley residents. The City has one general hospital, 47 religious institutions, one library, one Cultural Arts Center, three newspapers, one radio station, 24 financial institutions, 21 elementary schools, three middle schools, and four high schools. Four community colleges and four universities are also within commuting distance.

The Position

The City of Simi Valley is seeking an engineer with strong interpersonal and communication skills with civil or mechanical engineering experience and understanding to work in a fast-paced work environment to support both water and wastewater related projects. The ideal candidate will possess technical expertise in engineering design and construction and be able to work with consultants, regulators, grant funding agencies, developers, and contractors to complete water and wastewater engineering projects.

The Position: Under direction, supervises, assigns, reviews, and participates in the work of staff responsible for performing professional and technical engineering services; reviews a variety of plans for water and sewer improvements; reviews cost estimates, tract maps, legal descriptions, easements, master plans and hydraulic calculations; oversees construction progress of water and sewer improvements; reviews, approves, and processes change orders; ensures compliance with applicable codes and regulations; prepares a variety of technical reports including water and sewer rate reports, water



rate surveys, and other projects as needed; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

Minimum Qualifications

Knowledge of: Operations, services and activities of assigned municipal engineering program; methods and techniques of engineering project management; principles of supervision, training and performance evaluation; modern and complex principles and practices of engineering construction; principles and practices of civil engineering and administration; principles and practices of project and construction management; principles and practices of engineering design; principles and practices of structural engineering and architecture; terminology, methods, practices and techniques used in technical civil engineering report preparation; principles and practices of budget preparation and control; principles of mathematics as applied to engineering work; recent developments, current literature and sources of information regarding civil engineering; and pertinent federal, state and local laws, codes and regulations.





Ability to: Supervise, organize and review the work of lower level staff; select, supervise, train and evaluate staff; manage large and complex engineering projects; ensure project compliance with appropriate federal, state and local rules, laws and regulations; coordinate phases of construction projects and prepare progress reports; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; conduct comprehensive engineering studies and develop appropriate recommendations; perform technical research and solve difficult engineering problems; prepare and maintain technical civil engineering records and prepare comprehensive reports; compile rough technical data and prepare statistical and narrative reports from field studies; develop, review and modify civil engineering plans, designs, and specifications; exercise professional engineering judgment to achieve results consistent with objectives; interpret and explain City policies and procedures; prepare clear and concise reports; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience

Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering or a related field and three years of increasingly responsible engineering experience.

Special Requirements: Possession of, or ability to obtain, an appropriate, valid driver's license; and possession of an Engineer in Training (EIT) certificate.



Benefits

Retirement: Individuals who were active members of a reciprocal public retirement system within the last six months, or were previously employed with the City of Simi Valley prior to January 1, 2013, and enrolled in CalPERS, will be enrolled in the CalPERS 2% @ 55 retirement plan, 4th level Survivor Benefit, and single-highest year compensation.

Other new employees will be enrolled in the CalPERS 2% @ 62 retirement plan, 4th level Survivor Benefit, and three-year average highest final compensation.

The City does not participate in the Social Security system; therefore, there is no FICA deduction from wages, except for Medicare hospital insurance protection.

Benefit Plans: A variety of PPO and HMO plans are available. The City contributes \$125 per month for medical, \$19.80 per month for vision, and up to \$68.94 per month for dental. The City provides up to \$1,824.00 per month in Simiflex Dollars, depending upon the medical plan selected; employees who decline medical coverage receive \$335.83 per month. Simiflex Dollars are paid as cash and can be used to offset the cost of medical, dental, and vision insurance, or other optional benefits.

Dental Plan: A PPO and HMO plan are available, and each includes orthodontia for dependent children. Employee cost for the plans ranges from \$0 to \$87.00 per month.

Vision Care: A plan is available with a cost of \$2.00 per month.

Flexible Spending Arrangement (FSA): Medical and dependent care reimbursement accounts are available.

Benefits Continued

Disability Insurance: The City provides long-term and short-term disability plans for all full-time management employees at no cost to the employees.

Life Insurance: A life insurance policy of \$101,000 for employees, and \$5,000 for each dependent is provided at no cost.

Tuition Reimbursement: Employees are eligible for tuition reimbursement up to \$1,600 per fiscal year for job related or professional development courses after 120 days of employment.

Deferred Compensation Program: Employees may defer a portion of their salary into a 401(k) tax-sheltered account. The City will match an employee's contribution up to \$58 per pay period. Employees may also participate in a 457 plan.

Annual Leave: Employees accrue 208 hours per year for the first five years of employment, and 248 hours per year after five years, and 260 hours per year after ten years. Annual leave combines vacation and sick leave.

Holidays: Eleven (11) paid holidays per year, paid at eight (8) hours each. One (1) paid (8-hour) floating holiday per year (not to be carried over).

Selection Process

All applications will be reviewed. Admission to appear before an Oral Appraisal Board may be limited to those whose applications demonstrate the best combination of qualifications in relation to the requirements and duties of the position. A written or performance examination may be administered. The qualifications and requirements stated on this announcement represent only the minimum required to file an application. (Although candidates may meet the minimum qualifications listed, an interview is not guaranteed.)

Applicants seeking Veteran's Preferences must submit form DD214 along with their application.



Reasonable Accommodation: In compliance with the Americans with Disabilities Act, if you need special assistance in the selection process, please notify the Human Resources Division, in writing.

TO APPLY: A City of Simi Valley application form and supplemental questionnaire must be completed. Resumes will not be accepted in lieu of the City's employment application. This recruitment is open on a continuous basis and may close at any time. The first review of applications will occur on January 3, 2017. Additional reviews may occur until the position is filled.

Application forms may be obtained from:

City of Simi Valley, Human Resources
2929 Tapo Canyon Road
Simi Valley, CA 93063
(805) 583-6743
or visit our website at:

www.simivalley.org
**An Equal Opportunity Employer Encouraging
Workforce Diversity**

All aspects of employment and promotion shall be without regard to actual or perceived race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation.

The provisions of this announcement do not constitute an expressed or implied contract, and any provision contained in this announcement may be modified or revoked at any time.

CITY OF SIMI VALLEY
Supplemental Employment Questionnaire
Associate Engineer (Waterworks)

This supplemental questionnaire is designed to obtain additional information about your education, training, and experience as it relates to this position. Resumes will not be accepted in lieu of this form.

Please answer the following questions using a separate sheet of paper. Print or type your responses and be as concise and specific as possible in your answers.

1. Please describe your engineering experience as it relates to waterworks projects. Include where (employer) and when (dates) you obtained this experience.
2. Please describe your experience in assisting with the review and conditioning of residential, commercial, and industrial land development projects. Include where (employer) and when (dates) you obtained this experience.
3. Please describe your experience with computer applications as they apply to water projects including hydraulic modeling computer aided design and GIS systems. Include where (employer) and when (dates) you obtained this experience.
4. Do you possess an Engineer-in-Training certificate? Yes No
5. Do possess, or have the ability to obtain an appropriate valid driver's license?
Yes No

Please sign and date the questionnaire and attach it to your completed City of Simi Valley application.

I declare the statements on this supplemental questionnaire are true and correct to the best of my knowledge.

Name (**please print**)

Signature

Date