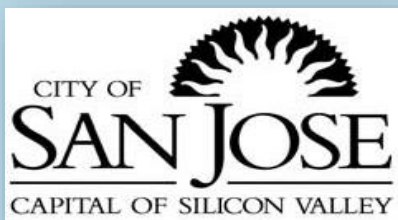




**THE CITY OF SAN JOSÉ IS
ANNOUNCING AN EXCITING
EMPLOYMENT OPPORTUNITY FOR
ASSOCIATE ENGINEER - MECHANICAL**

FINAL FILING DATE: SEPTEMBER 30, 2016



*Recruiting Services
Provided by*

Koff & Associates



About the City

The City of San José plays a vital economic and cultural role as the center of Silicon Valley. An incredibly diverse community of one million people who have family and business ties around the world call San José home. The City also fosters innovation with its tech-friendly policies and public-private partnerships. As a result, over 150 technology companies are located in the downtown area with many more, including major players like Cisco, Adobe and eBay, spread across the City. Located at the southern end of beautiful San Francisco Bay and nestled between the Diablo and Santa Cruz mountain ranges, San José is within easy reach of California's beaches like Santa Cruz and Carmel and enjoys an abundance of good weather.

The City of San José is a full service Charter City and operates under a Council-Manager form of government. Mayor Sam Liccardo assumed office on January 1, 2015, with a platform of restoring public safety, spending smarter, expanding economic opportunity for all of San José's residents, and investing in the future. His philosophy is "it's your city, and it should work for you." Under his guidance, the City has developed a Smart City Vision with five key areas of focus for bettering the City of San José:

1. A Safer City: Leverage technology to make San José the safest big city in America.
2. An Inclusive City: Ensure all residents, businesses, and organizations can participate in

and benefit from the prosperity and culture of innovation in Silicon Valley.

3. A User-Friendly City: Create digital platforms to improve transparency, empower residents to actively engage in the governance of their city, and make City Hall more responsive to the complex and growing demands of our community.
4. A Sustainable City: Utilize technology to address energy, water, and climate challenges to enable sustainable growth.
5. A Demonstration City: Reimagine the City as a laboratory and platform for the most impactful, transformative technologies that will show how we live and work in the future.

About the Department

The Public Works Department supports the City's infrastructure as well as a wide range of City and regional facilities including branch libraries, community centers, police departments, and City Hall. Services include management of planning, design, construction, and maintenance. Over the last 15 years, the department has participated in the delivery of over \$500,000,000 in projects ranging from the remodel of libraries to the expansion of the convention center.

About the Opportunity

The City of San José is seeking an Associate Engineer – Mechanical who will be responsible for directing and supervising an engineering work unit within the Public Works department and can deliver commercial facilities. This individual should have experience with a large municipality or consulting firm serving the public sector and have sufficient experience to identify problems, propose solutions to department leadership, and manage projects, including participating consultants and contractors. The ideal candidate possesses the values of Integrity, Innovation, Excellence, Collaboration, Respect and Celebration, as well as a strong work ethic and commitment to customer service.



About the responsibilities

Key responsibilities of the Associate Engineer - Mechanical include the following:

- Supervises the preparation and review of designs, improvement plans, estimates, specifications, and contract documents for construction projects or other engineering related projects that are prepared by subordinates and consultants engaged by the City.
- Supervises the collection and analysis of field data and prepares recommendations.
- Reviews plans and specifications for conformance to established standards and directs the inspection of major engineering projects.
- Coordinates project management, i.e., oversees, controls and guides the engineering project.
- Assembles plans and specifications, prepares bidding documents, solicits bids, awards contracts, administers the contract, interprets plans and specifications, resolves field problems, gives final inspection, and follows through with acceptance of project.
- Participates in the formulation and preparation of master plans.
- Prepares and coordinates consultant and testing agreements.
- Represents the City with contractors, consulting firms, and public agencies, and at public meetings concerning City policy on engineering projects.
- Interprets plans and specifications, resolves field problems, gives final inspection and follows through with acceptance of project.
- Advises building inspectors on miscellaneous problems arising in the field during the construction of a building project.

- Instructs inspectors and technicians in the review of less complex building and construction plans.
- Performs other duties of a similar nature or level.
- Designs air conditioning systems and controls to comply with all applicable codes and regulations by detailed analysis of heat gain and loss, ventilation and occupancy.
- Prepares final inspection report of deficiencies, defects, non-operational equipment and poor workmanship and conducts follow-up on mechanical equipment to obtain repairs or replacement of equipment, as needed.

Education & Experience Requirements

- ❖ A Bachelor's degree from an accredited university or college in mechanical engineering or a related field or possession of an Engineer-in-Training (EIT) certificate.
- ❖ Three (3) years of professional civil engineering experience.
- ❖ A master's degree from an accredited college or university in the required professional engineering discipline may be substituted for one year of professional engineering experience.
- ❖ Possession of a valid driver's license in the State of California may be required.

Important Application Information

To apply for this outstanding opportunity, please visit the Koff & Associates website at www.koffassociates.com to download the application. Please email your cover letter, resume and application to infokoff@koffassociates.com or mail it to Koff & Associates, 2835 7th Street, Berkeley, CA 94710 by September 30, 2016.

The City of San José is an equal opportunity employer encouraging workforce diversity.

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

The Ideal Candidate will possess the following competencies, as demonstrated in past and current employment history.

- Job Expertise - understands and utilizes applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal, state and local codes, rules and regulations. Possesses deep knowledge of the principle and practices of, and costs and budgets for, civil engineering projects. Understands methods and materials used in construction and maintenance work. Is familiar with hydraulic, mechanical, structural, landscaping, transportation and sanitary engineering principles and practices as they relate to the required professional discipline. Has knowledge of strengths, properties and uses of materials of engineering construction. Is familiar with legal (i.e. contractual) terminology and ability to analyze and review legal documents. Has experience with performing engineering computations, compiling and analyzing data, preparation of reports and making recommendations. Develop requests for proposals (RFPs) including scope of work, timeline, and budget. Direct the inspection of structures under construction or repair. Articulates the City's needs, budget and priorities to architects, consultants, planners, and others.
- Project Management - ensures support for projects and implements agency goals and strategic objectives. Coordinates and manages projects and consultant contracts including negotiating changes.
- Supervision - sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.
- Analytical Thinking - approaches a problem or situation by using a logical, systematic, sequential approach.
- Communication Skills - communicates and listens effectively and responds in a timely, effective, positive and respectful manner; writes reports and correspondence that are accurate, complete, current; well-organized, legible, concise, neat, and in proper grammatical form; responds to statements and comments of others in a way that reflects understanding of the content and the accompanying emotion; asks clarifying questions to assure understanding of what the speaker intended, ensures consistent communication takes place within area of responsibility. Is able to write common descriptions of real property.
- Collaboration - develops networks, alliances and effective working relationships with professionals, elected officials, contractors, consultants, maintenance staff, and the general public.
- Problem Solving – Approaches a situation or problem by defining the problem or issue. Is able to assess problems with equipment and facilities and propose solutions.
- Technology Use/Management - uses computers, operating system and application software, equipment and systems analysis methods necessary for the effective production and management of engineering and management products.

Compensation

The salary range is **\$88,296 to \$111,779.20** annually.

Benefits

Retirement – Competitive defined benefit retirement system with full reciprocity with CalPERS.

Health Insurance – The City contributes 85% towards the cost of the lowest cost plan and has several plan options.

Dental Insurance – The City contributes 100% of the premium of the lowest-priced plan for dental coverage.

Personal Time Off – Vacation is accrued initially at the rate of three weeks per year with amounts increasing p

to five weeks after 15 years of service. Executive Leave of 40 hours is granted annually. Sick Leave is accrued at the rate of 8 hours per month.

Holidays – 14 paid holidays annually.

Deferred Compensation – An optional 457 plan.

Flexible Spending Accounts – Dependent Care Assistance and Medical Reimbursement Programs.

Insurance – A term life policy equal to two times annual salary; long-term disability and AD&D plans are optional.

Employee Assistance Program – A comprehensive range of services through the EAP.