



The City of Manteca invites your application for the

Engineering Series

Senior, Associate, Assistant



THE CITY OF MANTECA

Located seventy-six (76) miles due east of San Francisco in northern San Joaquin County and is situated along Highway 99 and the Highway 120 bypass that serves as a connector to Interstate 5. The city is uniquely positioned with access not only to three major freeways, but also within close proximity to the Union Pacific Intermodal Yard, the Santa Fe Railroad Intermodal Yard, the Stockton Metro Airport and the Port of Stockton.

Manteca's strategic location provides easy commuting to the San Francisco Bay Area, San Jose, and Sacramento. With more than 18 million consumers within 100 miles of Manteca, the city is well positioned for future residential growth as well as business expansion through the location and/or relocation of manufacturing, retailing, wholesaling, and service industries.

THE ENGINEERING DEPARTMENT

The primary function of the Engineering Department is to promote the orderly development of the City of Manteca by providing general engineering services to regulate the construction of municipal structures, city streets, sewage disposal, water supply and storm drainage facilities. Through regulation, the goal is to provide a high standard of construction quality and to preserve and protect public health, safety, and convenience.

The Engineering Department coordinates design, administration, and construction of numerous capital improvement projects, such as:

- Construction of street improvements.
- Installation of traffic control devices.
- Construction of sewer, water, and storm drain facilities throughout the City.
- Manage public infrastructure construction and improvements

Services:

- Capital improvement project design
- Master plans & final maps
- Development and direction of various infrastructure construction
- Drafting/mapping
- Surveying
- Capital improvement and construction inspection



THE POSITIONS

Senior Engineer

The Senior Engineer is the advanced journey level class in the professional engineering series responsible for performing a variety of professional engineering duties in the planning, design, contracting, budgeting, bidding and analysis of assigned projects; review development project applications, conditions of approval, environmental documents, agreements, studies, and maps; train and provide work direction and guidance to assigned personnel. Duties include but are not limited to the following:

- Plan, review, coordinate and manage public infrastructure construction, alteration and installation projects for an assigned City department.
- Prepare project cost estimates; review bids, recommend contract awards and administer contracts; coordinate resources and information to assure smooth and efficient construction activities; plan improvement projects for system expansion and upgrades for assigned department.
- Review plans, maps and other documents for accuracy and compliance with established engineering practices, standards and specifications; revise plans as appropriate; assure department activities comply with established policies, codes, rules and regulations.
- Organize and direct the planning, design, development and implementation of assigned projects.
- Train and provide work direction and guidance to assigned personnel; provide technical consultation to City staff, administrators and outside contractors.
- Assist in the development and preparation of the budget for department construction activities; Department expenditures.

Qualifications

Any combination equivalent to Bachelor's degree in civil engineering or related field and three years experience as a licensed civil engineer performing project design and management

Licenses and Requirements

Valid California driver's license

Registration as a Professional Civil Engineer



Associate Engineer

The Associate Engineer is responsible for performing a variety of engineering duties in the planning, design, contracting, budgeting, bidding and analysis of assigned projects; trains and provides work direction and guidance to assigned personnel. Duties include but are not limited to the following:

- Plan, review, coordinate and manage design, construction, alteration and installation of City infrastructure and development projects.
- Organize and direct the planning, design, development and implementation of assigned projects.
- Coordinate the bidding process for assigned projects; oversee and participate in the assembly and preparation of a variety of bid documents including drawings, calculations, specifications, plans and support materials.
- Train and provide work direction and guidance to assigned personnel including the review and oversight of work and workflow management.
- Coordinate and schedule construction activities with applicable City divisions, outside agencies and the general public.
- Assist in the development and preparation of the budget for design, construction, and development oversight activities.

Qualifications

Any combination equivalent to: Bachelor's degree in civil engineering or related field and seven (7) years' experience in a civil engineering classification under a licensed engineer in public works or development project design, review/plan checking, or construction management.

Licenses and Requirements

Valid California driver's license

Possession of a valid EIT Certification. In the absence of registration as an EIT, must possess a valid EIT waiver issued by the State of California.

Assistant Engineer

The Assistant Engineer is responsible for performing a variety of technical and complex engineering duties in the planning, design, review, construction, budgeting, bidding and analysis of assigned projects; train and provide work direction and guidance to assigned personnel. Duties include but are not limited to the following:

- Plan, organize and manage street, wastewater, storm water and other assigned capital improvement and development projects for the Engineering department.
- Oversee and participate in the planning and design of assigned projects; prepare, review and inspect specifications to assure compliance and compatibility with existing systems and applicable codes, standards, specifications and practices.
- Coordinate the bidding process for assigned projects; compile, assemble and prepare a variety of bid documents including drawings, calculations, specifications, plans and support materials.
- Provide technical assistance to subordinate engineering staff, outside contractors and administrators.
- Review plans, maps and other documents for accuracy and compliance with established engineering practices, standards and specifications; revise plans as appropriate.

Qualifications

Any combination equivalent to: Bachelor of Science degree in civil or environmental engineering from an ABET accredited college or university. This is an entry level position into the engineering profession with the City of Manteca. Previous experience is helpful but not required.

Licenses and Requirements

Valid California driver's license

Possession of a valid EIT Certification. In the absence of registration as an EIT, must possess a valid EIT waiver issued by the State of California.



BENEFITS

Pension

CalPERS Retirement System (Employees do not have to pay into Social Security)

Leave Accruals

Vacation- 6.667 hours/month

Sick Leave- 8 hours/month

11 paid federal holidays

4 floating holidays (depends on hire date)

72 hours of Administrative leave for Assistant and Associate Engineer

96 hours of Administrative leave for Senior Engineer
(45 hours can be cashed out annually)

Stipend

2% stipend equal to base salary (prorated if hired after July 1)

Wellness Leave

83.2 hours of wellness leave (available after six months of employment, **can be cashed out**)

Longevity pay

10% of one month's salary after five years

20% of one month's salary after ten years

Health insurance City contribution:

Single \$735

Employee +1 \$1420

Family \$1875

(*If employee opt out, he/she will receive a stipend of \$450 a month.)

Dental and Vision

100% paid by City

COMPENSATION

Monthly Salary Range

Senior Engineer \$8,529.00 - \$10,367.00

Associate Engineer \$7,736.00 - \$9,403.00

Assistant Engineer \$6,848.00 - \$8,324.00

APPLICATION AND RECRUITMENT PROCESS

The final filing date is Friday, September 30, 2021

To be considered for this exceptional career opportunity, complete an application and answer the supplemental questions by applying here:

<https://www.governmentjobs.com/careers/manteca/jobs/3222825/assistant-engineer-associate-engineer-senior-engineer?pagetype=jobOpportunitiesJobs>

Resumes will be screened based on the criteria outlined in this brochure. The City will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the successful candidate.



All classifications belong to the Mid-Manager Association (MMA) Memorandum of Understanding: to see all benefits click here:

<https://www.ci.manteca.ca.us/HR/MOUs/MMA.pdf>

The City of Manteca is an Equal Opportunity Employer and welcomes applications from all qualified applicants. We do not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, medical condition, disability or sexual orientation.