



CITY OF SAUSALITO

420 Litho Street, SausalitoCA94965
Attn:Human Resources
(415) 289-4130 FAX (415) 289-4167
spaterson@ci.sausalito.ca.us

ASSISTANT ENGINEER

(\$5,903/month)

Full-time Position in the Public Works Department – Engineering Division

Application Deadline: May 13, 2016.

***Note: Review of applications received by May 13, 2016
will determine whether recruitment remains open until filled.***

JOB DUTIES

The City of Sausalito seeks a highly-motivated person to assist in providing excellent, customer-oriented municipal public works services to the community. The Assistant Engineer ("AE") is involved in the preparation and delivery of Capital Improvement Projects (CIP) including streets, parks, waterfront, buildings, sewer, storm drainage, traffic, and parking. The position is responsible for applying City standards, regulations and professional engineering practices in reviewing and approving private land development projects. The AE also assists in reviewing applications for and issuing encroachment permits, grading permits and implementing the City's sidewalk repair and other programs, as well as stormwater permit and NFIP Community Rating System programs.

Depending upon qualifications, the AE may serve as a CIP Project Manager, primary inspector and/or be involved in the design of projects or the management of design professionals. The AE will assist in responding to citizen inquiries regarding traffic and parking operations, as well as in the assurance and reporting of the City's environmental compliance (sewer, storm water, air quality, and hazardous waste). The AE will support utility undergrounding initiatives and the Sausalito Underground Committee, as well as provide engineering support to the Public Works Maintenance Division and other City Departments. Preparing and delivering written and oral reports and presentations to neighborhood residents and City boards and commissions is also expected.

The successful candidate will have exceptional communication, organizational, and interpersonal skills. Appointment will be based upon experience and overall qualifications.

REQUIREMENTS

- An earned Bachelor's Degree (or the equivalent) from an accredited college or university with major coursework in civil engineering or a related field is required.
- Certification as a California Engineer in Training is required within one year of appointment as an Assistant Engineer.
- AutoCAD® or ArcGIS® experience is a plus.
- A valid California Driver's License is required.

THE PUBLIC WORKS DEPARTMENT

The Public Works Director/City Engineer heads this department comprised of two divisions: Engineering and Maintenance. In addition to the AE position and the Director, the Engineering Division includes a Senior Civil Engineer, a Sanitary Sewer System Coordinator and an Administrative Aide. The Maintenance Division includes a Maintenance Division Manager, a Supervisor, 1 Mechanic, 4 Maintenance Workers, 2 Sewer Maintenance Workers, 3 Landscape

Workers and 2 Custodians. The AE works from the Engineering Division offices in the City Hall/Civic Center building at 420 Litho Street. The Maintenance Division is located at the City's Corporation Yard at 530 Nevada Street.

BENEFITS

Cafeteria Benefit Plan: City contributes to a Cafeteria Benefit Plan in the amount for which an employee qualifies: \$743.10 per month for single employee; \$1,410.91 for employee + 1 dependent; \$1,811.61 for an employee + 2 or more dependents. The employee may choose among plan options for medical, dental, vision, life insurance, and long-term disability. All City employees are members of the CalPERS retirement plan.

Leave: Employees earn 10 hours vacation and 8 hours sick leave per month. The AE will work a 5-40 work schedule and be entitled to 10 paid holidays and 16 hours of "floating holiday" time each year.

Union Membership: This is a miscellaneous, non-exempt position represented by the Service Employees' International Union.

APPLICATION PROCEDURE:

Applications are available on our City website <http://ci.sausalito.ca.us>, Human Resources.

Submit the following materials by mail or personal delivery to the City of Sausalito, Attn: Human Resources Manager, Susan Paterson, 420 Litho Street, Sausalito, CA 94965-1933.

- Cover letter that describes why this position appeals to you and the highlights of your career that best qualify you for the position
- City Employment Application completed and signed; Applicant Tracking Form must be submitted. Please note that unsigned applications will not be considered.
- Resume
- A list of at least three professional and three personal references

THE COMMUNITY: Sausalito is a beautiful Bay front city of 7,400 residents within 2.2 square miles with a visitor population that may be several times the size of the year round population. It has been geographically blessed with a variety of natural features that define residential neighborhoods, commercial districts, harbors and waterfront, and a maritime-oriented office/industrial district. The blend of historical buildings, wooded hillsides, sweeping Bay and San Francisco views nestled against the Golden Gate National Recreation Area combine to make Sausalito a community of unparalleled charm and natural beauty. Residents are community-oriented and very supportive of City staff.

CITY GOVERNMENT: Sausalito is a General Law city incorporated in 1893 and has a City Council/City Manager form of government. The City provides a full range of services that includes Administration, Finance, Police, Fire, Public Works, Parks and Recreation, Community Development and a Public Library. The City Council and staff value positive relationships with the residents, businesses, visitors and outside agencies.

ADA / EOE