City of Fullerton Invites Applications For

ASSOCIATE WATER ENGINEER

$6,267 - $ 7,998 PER MONTH

PLUS BENEFITS & CITY-PAID RETIREMENT

The following must be received in the Human Resources Department no later than **FRIDAY, JUNE 28, 2013 AT NOON:**

1) Completed City of Fullerton application
2) Completed supplemental questionnaire
3) Proof of registration as a Professional Civil Engineer in the State of California

POSITION

Under general supervision performs professional civil engineering work of above average difficulty related to water projects; serves as water project engineer; reviews water facility plans and performs related work as required.

QUALIFICATION GUIDELINES

Knowledge of: Civil engineering principles and practices as applied to a municipal water system; water system operation principles; water quality and cross-connection principles; drafting and mapping principles and techniques; surveying methods; computer applications as they relate to area assigned; state and federal laws, rules and regulations applicable to area assigned; English usage, spelling, punctuation and grammar; basic principles of supervision.

Ability to: Prepare plans, specifications and technical reports; supervise and physically inspect water facility construction projects/sites; apply engineering policies and principles to determine compliance with specifications; communicate effectively orally and in writing; use independent judgment and initiative; establish and maintain effective relationships with those contacted in the course of work; use a personal computer and applicable software; adhere to multiple deadlines and handle multiple projects; organize and conduct independent, professional research and collect, analyze and interpret statistical data; train employees as assigned and provide direction as needed.

Education/Training/Experience: A Bachelors Degree from an accredited college or university in civil engineering or a related engineering field and three years of experience involving the design, construction and inspection and of water projects.

SPECIAL REQUIREMENTS

Valid Class C California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Registration as a professional civil engineer with authorization to practice in California.

Must be able to work flexible and extended hours to accommodate City needs.

Valid and appropriate Water Treatment and/or Distribution Operator Certificates at time of appointment and throughout employment in this position are preferred but not required.

EXAMPLES OF DUTIES: Reviews plans related to water facilities to include pipelines, wells, reservoirs and pump stations; develops plans, estimates, specifications and other contract documents; prepares and designs a variety of specialized and complex water engineering projects such as pipelines, walls, reservoirs and pump stations; manages water projects as assigned; checks and performs complex engineering calculations; recommends approval of progress payments and change orders; coordinates assigned activities with consultants, engineers, developers, contractors, other City departments and/or outside agencies; assists in the preparation of water capital improvement programs; prepares requests for proposals and contracts for consulting services; establishes technical criteria and standards and makes technical engineering decisions; investigates field problems affecting property owners, contractors and maintenance personnel; responds to citizen inquires and concerns; prepares specialized

engineering studies and reports; makes oral and written presentations; assists in the coordination and administration of water conservation and cross- connection control programs; uses a computer and applicable software for various water system calculations, data base updates and a variety of reports; drives a vehicle on City business; performs other projects/tasks as assigned.

PHYSICAL REQUIREMENTS

Work is performed indoors in an office environment and outdoors when inspecting water related sites. When work is performed outdoors, there may be exposure to the elements. The incumbent drives a vehicle on City business, stands and walks on level, uneven and/or slippery surfaces, reaches, bends, climbs stairs and inclines, kneels, and crouches. When inspecting water related sites the incumbent may be exposed to construction hazards, equipment and materials to include grease, fumes, dust, machinery and chemicals used in the water industry to include chlorine, ozone and ammonia. Indoor office work requires sitting at a desk or table for periods of time and the use of a computer and screen.

With or without accommodations, an incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

ASSESSMENT PROCEDURE

Applicants must be specific and complete in describing qualifications for the position. **BASED UPON THE INFORMATION PRESENTED ON THE APPLICATION AND SUPPLEMENTAL QUESTIONNAIRE**, those applicants possessing the most suitable qualifications will be invited to a written examination, performance examination, oral interview and/or other assessment instrument.

Please contact the Human Resources Department if you do not receive notification regarding your application by JULY 15, 2013.

BENEFIT PACKAGE

Insurance - Personalized benefit alternatives, including a choice of health insurance coverage with Blue Cross (PPO or HMO) or Kaiser, and dental insurance through Delta Dental. Employees may choose to forego the City's medical benefit and receive a cash payment in lieu thereof.

Retirement – Membership in the California Public Employees' Retirement System (CalPERS), which includes the "2% at 55" formula for classic members and "2% @ 62" for new members. Fullerton does not participate in the Social Security retirement system.

Other - Eleven holidays, liberal vacation benefits and tuition reimbursement of up to $2,500 per fiscal year for job-related education.

NOTE:

Candidates who successfully complete the assessment process for ASSOCIATE WATER ENGINEER will be placed on an eligible list for this classification, which will remain in effect for at least one year or until an insufficient number of candidates remain on the list.

All employment offers, including appointment offers to City of Fullerton (COF) Employees (EEs), are conditional based upon the successful completion of a medical examination performed by the City's designated physician, at City expense. Medical exams are administered to assess an individual's ability to perform the physical requirements of this position. In addition, COF EEs appointed to safety sensitive classifications and all new hires will undergo a drug screen.

All new hires, including COF non-regular EEs, will be fingerprinted. Fingerprints are verified with the Department of Justice.

All new hires, including non-regular COF EEs appointed to this position, will serve a one-year probationary period. Regular COF EEs promoted to this position will serve a six-month probationary period.

The Fullerton Municipal Employees Federation (FMEF) Memorandum of Agreement requires EEs to participate in the City's direct deposit payroll program.

The FMEF has negotiated an Agency Shop provision with the City. Therefore, all persons hired to classifications represented by the FMEF are required to join the Federation or pay a service fee in lieu thereof.

The Immigration Reform and Control Act of 1986 requires that you must be a U.S. citizen or an alien lawfully authorized to work in the United States to be eligible for hire. All new hires will be required to provide documentation to verify their status.

COF EEs are registered as Disaster Service Workers. If a disaster occurs in the City, EEs may be designated to work in any emergency assignment during disaster relief operations.

The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.

The City of Fullerton is an Equal Opportunity Employer. Women, minorities and handicapped are encouraged to apply.

Visit www.ci.fullerton.ca.us for a complete class specification.

Posted JUNE 3, 2013

Applicants with a qualified disability who require special assistance to participate in the application and/or testing process must notify the Human Resources Department of any necessary accommodations at least 48 hours in advance.