



# CITY OF LAWDALE

## EMPLOYMENT OPPORTUNITY

### ASSISTANT ENGINEER

**SALARY: \$5,831 - \$7,087 PER MONTH PLUS BENEFITS**

**OPEN: JUNE 11, 2018**

**CLOSE: JULY 17, 2018**

Please read flyer thoroughly prior to completing and submitting the employment application

**ABOUT THE POSITION:** Under general supervision, perform entry level professional engineering work related to capital improvement project management, design and administration; contract administration and compliance activities; and prepare plans, specifications, progress reports and other engineering materials.

**EXAMPLE OF DUTIES:** Essential duties include, but are not limited to: assist in the planning, designing, and preliminary studying of various public works projects such as facilities, streets, sewers, parking lots, storm drains for construction and maintenance projects; prepare cost estimates, reports and specifications, computes grades, areas and volumes; perform field inspections; prepare computations, maps and other information; check construction site drainage and excavation plans and reviews designs submitted for consistency with codes, ordinances, specifications, and practices of the City in the field and office; issue encroachment permits; confer with vendors, developers, and consultants regarding facility and infrastructure development; administer federal and state grant funds associated with design and construction projects; confer with other employees and representatives of governmental agencies, public utilities and contractors to obtain information and to coordinate contract requirements; maintain engineering files; attend meetings as departmental representative; respond to inquiries from the general public regarding department and routine engineering; and perform related duties as assigned.

### SELECTION PROCEDURE

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**Applications are being accepted immediately.** Please submit an official City Employment Application and resume to the City of Lawndale's Administrative Services/Personnel Department. Resumes are accepted but **NOT** in lieu of an official City Application. All application materials will be screened and only the most qualified applicants, as reflected by their application materials, will be invited to participate in the selection process, expected to consist of, but not limited to: application review and evaluation, written/ performance exercise, interview board, etc. Candidates that require special accommodation due to a disability are encouraged to request accommodations prior to the closing date. Applications may be obtained from the City website at [www.lawndalecity.org](http://www.lawndalecity.org) or by contacting the City of Lawndale at (310) 973-3200. **EOE.**

### MINIMUM REQUIREMENTS

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Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be: graduation from an accredited college or university with a BA/ BS degree in civil engineering or related field AND (2) two years of professional civil engineering and/or capital improvement planning and project management work experience. Possession of a valid California Class C Driver's License and Certificate of Automobile Insurance for Personal Liability is required.

**KNOWLEDGE OF:** Principles and practices of civil engineering as it relates to public works planning, design and construction; federal and state laws, ordinances and regulations concerning engineering and public works contracting procedures; field surveying inspection procedures and modern construction methods; contract administration, including: preparation, contractor selections, contract work administration, change orders, dispute resolution, claims, equal employment opportunity and the closing of contracts; design and drafting methods, equipment and techniques; budget, contract and grant administration; and computer systems and software. **ABILITY TO:** Assist in planning projects and preparing related designs, maps, estimates and specifications; perform engineering computations and make recommendations for the solution of engineering problems; communicate effectively and concisely in writing and orally; reason logically and creatively; interpret and explain City and department codes, ordinances, laws and regulations; manage and organize projects to meet deadlines; establish and maintain effective and cooperative working relationships. On a continuous basis sit at desk; frequent use of hands and fingers; speak and hear; intermittently twist to reach equipment surrounding desk; walk and stand to perform office activities and site inspections; perform simple grasping and fine manipulation; occasionally bend, squat, stoop, kneel, push, pull, and lift 25 pounds; subject to frequent interruptions, public contact, moderate noise level; may be exposed to extreme temperatures and weather and construction sites.

### CITY OF LAWDALE

14717 Burin Avenue, Lawndale, CA 90260 ♦ (310) 973-3200 ♦ [www.lawndalecity.org](http://www.lawndalecity.org)

## **THANK YOU FOR EXPRESSING INTEREST IN OUR CITY! LAWNDALE, HEART OF THE SOUTH BAY!**

### **ABOUT LAWNDALE**

Lawndale is centrally located in the Centinela Valley of Los Angeles County, approximately fifteen miles southwest of downtown Los Angeles and five miles east of the Pacific Ocean. Lawndale is an urbanized area of predominately single - family homes, encompassing 1.9 square miles. The City enjoys a moderate climate with a yearly average temperature of approximately 68 degrees. The population is approximately 35,000.

The City of Lawndale was incorporated on December 28, 1959, as a general law city. The City has a council-manager form of government with an elected Mayor and four Councilmembers and a full-time appointed City Manager. The City is a contract city with police and fire services provided by Los Angeles County. There are about 60 full and part-time customer-oriented City staff to provide remaining City services.

### **EMPLOYMENT PROCEDURES**

An original City Employment Application must be received by the Personnel Department located at 14717 Burin Avenue, Lawndale, California, 90260 by 6:00 p.m. on the closing date noted on the front side of this job flyer. **Incomplete, late or illegible applications will be disqualified and will not be accepted.**

Candidates should refer to Selection Procedures on the front of this flyer for the examination process. Eligibility lists remain active for a period of one year. Any candidate on the eligibility list may be selected to fill a vacancy for the same or similar position. Candidates chosen to fill vacancies will be required to pass a physical examination (which includes a drug/alcohol test) and a background investigation (which includes fingerprinting). Candidates must be able to provide documentation which authorizes their legal right to work in the United States in compliance with the Immigration Reform and Control Act of 1986 upon hire. Employees chosen to fill a vacancy must serve a 12 month probationary period and can be released from service with or without cause during the probationary period.

The City of Lawndale is an Equal Opportunity Employer which does not discriminate against applicants based on their race, skin color, gender, religion, sexual orientation, or disability. Please notify the Personnel Department prior to the final filing date should you require special accommodations in the testing process. All employees are designated disaster service workers in the event of an emergency or natural disaster that threatens the life, health and/or safety of the public.

### **EMPLOYEE BENEFITS** (May not apply to all positions):

**RETIREMENT**– The City contracts with the California Public Employee’s Retirement System (CalPERS), in compliance with Public Employees’ Pension Reform Act (PEPRA). The City offers 2%@55 formula for “classic members” and 2%@62 formula for “new members.” The City does not participate in Social Security.

**BENEFITS** – The City provides extensive health benefits for full-time employees, through a flexible benefit spending plan coordinated with IRS Section 125; and a wellness reimbursement program (\$100 per fiscal year).

**WORK SCHEDULE** – The City offers varying work schedules to include 5/40, 9/80 and 4/10 work schedule. City Hall is open Monday through Thursday 7:00 a.m. to 6:00 p.m., although many facilities operate during evenings and weekends.

**LEAVES** – 6 paid Holidays plus varying number of Floating Holidays arising out of 4/10 plan provisions; 10 days of Vacation Leave; 8 - 10 hours per month of Sick Leave.

**LIFE INSURANCE** – All full-time employees receive a life insurance policy.

**LONG TERM DISABILITY** – Employees are covered by disability insurance which will provide income for an employee who is totally disabled from injury or accident.

**DEFERRED COMPENSATION** – The City offers various programs that allow full-time employees to voluntarily defer pre-tax earnings into a savings account. The program is mandatory for all part-time employees in lieu of Social Security.

**CREDIT UNION** – Members have access to loans and low interest rates and good savings programs.

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