Announces a Career Opportunity For:

ASSOCIATE ENGINEER
OPEN COMPETITIVE

SALARY: $6,354.97 - $9,002.47 /per month

TO APPLY: Applications will be accepted by the Human Resources Department until March 22, 2018 @ 5:00 p.m. Applicants must submit a copy of professional certification requirements with application materials. Resumes are accepted but not in lieu of the City’s official job application.

POSITION:
Under general supervision, assists with project plans and specifications for City’s capital improvement projects. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS:
- Assists with project plans and specifications for City capital improvement projects by ensuring contractor and staff compliance with engineering practices and principles;
- Researches project design requirements; prepares project scheduling and time and material costs;
- Performs complex calculations for design specification, reviews and submits project plans and conduct field inspections;
- Monitors contractor and staff compliance with project plans and specifications.
- Monitors and verifies work material delivery, proper equipment and labor usage and work site availability;
- Assists in resolving conflicts and interfaces with citizens and contractors at all phases of construction;
- Collects information for creating documents, preparing plans and specifications, substantiating support for dispute resolution and status reports;
- Prepares and finalizes office memorandums, letters and status reports; maintains files and records.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:
- Knowledgeable of engineering practices and principles, complex mathematical and engineering formulas and material testing practices, capital improvement project planning and designing techniques, and of occupational hazards and safety precautions;
- Skilled in planning and designing specifications for engineering projects, providing and following oral and written instructions in English, and establishing and maintaining productive working relationships;
- Ability to perform and train other employees on essential duties, and to effectively communicate verbally and in writing with all levels of staff and public;
- Proficient in operating a personal computer hardware, electronic devices and various industry related software packages.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:
Work is performed in indoor and outdoor environments. Work may require frequent standing, walking, climbing and bending; May be exposed to repetitive motion, vision to monitor, extreme temperatures and weather and construction sites.

QUALIFICATIONS:
Bachelor’s degree from an accredited four-year college or university in Engineering or closely related field, AND three (3) years progressively responsible experience in construction management OR possess an Engineer-in-Training Certification from the State of California. Must possess at the time of application and maintain a valid California Driver’s License. Depending on the needs of the City other licenses or certification may be required.

THE EXAMINATION PROCESS for this position begins with review of all applications submitted. A limited number of applicants deemed as most qualified as determined by their application materials will be invited to participate in the examination for this recruitment.

Depending on the number of qualified applications received, the examination may consist of one or more test parts such as a Multiple Choice Written Test, a Skills Assessment and/or a Qualifications Appraisal Interview with a panel of subject matter experts. Candidates must pass each test part with a score of 70% or higher to have his/her name placed on the active eligibility list for this position.

Appointments will be made from candidates in the top three rankings on the eligibility list who are ready, willing, and able to accept a position. The manager of the hiring department shall interview the top three ranks to determine best fit into their operation. Eligible candidates who are not selected names will be returned to the eligibility list for future consideration for this job classification within the City.
Applications will be accepted Monday – Thursday from 7:30 a.m. to 5:00 p.m. and every other Friday from 7:30 a.m. to 5:00 p.m. for all open positions unless otherwise stated on the job announcement. Resumes will not be accepted in lieu of a City application form, but may be attached to the City’s form.

Supplemental Questionnaires are required for some classifications along with proof of degree and certification requirements should the position require such.

Applications are subject to review for legibility and eligibility. Only applicants who application materials clearly meets the minimum qualifications as demonstrated in their application materials and whose training and experience best meet the needs of the City will be invited to participate in the selection process.

CONVICTIONS for violations of law must be fully disclosed. Failure to report convictions may result in dismissal. Convictions are not an automatic disqualifier; failure to provide accurate penal codes and convictions will be disqualified. The City reserves the right to fingerprint all prospective employees and volunteers prior to beginning any assignment.

Changes of name, address, or telephone number must be communicated to the Human Resources Department immediately to ensure proper delivery of notices and information regarding the selection process or status of application materials.

VETERANS POINTS may be awarded for entry level examinations.

To qualify, applicants must submit form #DD214 with application materials.

TYPES OF RECRUITING EXAMS

“OPEN” examination is a competitive examination open to all interested and qualified applicants.

“PROMOTIONAL ONLY” examinations shall be limited to permanent City employees. You must be currently employed by the City in a permanent full time, probationary, and/or permanent part-time status to participate in the selection process.

“INTERNAL” (Simplified Selection Process) For positions involving unskilled labor, domestic, attendant, or custodial work, or for which a period of City employment is determined to satisfy a specific testing process.

Qualified applicants are those who meet the minimum qualifications, and whose training and experience as described in the application packet best meet the needs of the City.

Qualified applicants will receive notification of the date, time, and place of examination(s) by one or more of the following: Email, US mail, or telephone. Disqualified applicants will receive notification of their status by email or US mail.

ELIGIBILITY LISTS

An eligibility list will be established consisting of names of those candidates who have passed all portions of the examination process. Names shall be arranged in ranking order based on final scores. Test takers must pass each test part with a minimum score of seventy percent (70%) to have their name placed on the eligibility list for the job classification.

Pursuant to Inglewood’s Civil Service Rules and Regulations Rule IV Section (d) New names may be added to an eligible list from time to time dependent upon obtaining of additional qualified candidates pursuant to the selection process or as a result of a reduction of force.

Appointments will be made from candidates in the top three rankings on the eligibility list who are ready, willing, and able to accept a position. The manager of the hiring department shall interview the top three ranks for fit into their operation. Eligible candidates who are not selected names will be returned to the eligibility list for future consideration with other departments within the City.

Eligibility lists typically expires one year from the date established, or until fewer than three rankings remain. All newly hired employees serve a probationary period of one-year, and can be released from service with or without cause during the probationary period.

To check on current recruitments please visit our website at: http://www.cityofinglewood.org

The provisions in this announcement DO NOT constitute an expressed or implied contract or offer of employment. Any and all statements in this job announcement may be changed, modified or revoked at any time with or without further notice.

EMPLOYEE BENEFITS

Benefits include 108 hours annually of sick leave, 10 vacation days, thirteen (13) holidays, CalPERS Retirement 2% @ 62 for new members and 2.5%@55 classic members, dental, medical, life insurance coverage, plus optional employee-paid programs. Other benefits are available based on bargaining group. A probationary period of one year must be completed before permanent status is achieved.

Every individual who is employed by the City must complete and sign the U.S. Government form I-9, and provide documentation required by law showing that s/he is eligible to work in the United States. A list of acceptable documentation is available in the Human Resources Office.

All employment offers are contingent upon successful completion of fingerprint/background check, provision of evidence of freedom from tuberculosis, and clearance following medical exam by City approved/authorized physician. In addition, submission of proof of any necessary licenses/certificates.

All employees are expected to demonstrate good citizenship, honestly, loyalty, ethical behavior, sobriety, and possess the professional ability to follow supervision and suggestions of management for improvement of service, and willingness to cooperate with other employees and the public they serve.

The City of Inglewood is an Equal Employment Opportunity Employer complying with the law that forbids discrimination and ensures that everyone is provided equal employment opportunities regardless of Race, Color, Disability, Sex, Religion, Age, or National Origin.

The City operates on a 9/80 work schedule and is closed every other Friday.

#INGLEWOODRISES