



*We are currently accepting applications for a vacancy in the **Water/Wastewater Department**. Current city employees who would like to be considered for this position as a lateral transfer must participate in the recruitment process and be certified to the eligibility list.*

#### SELECTION PROCEDURE

Includes, but is not limited to, the following: Submit a completed City of Colton application to (no facsimiles accepted):

Human Resources Office  
552 N La Cadena Dr  
Colton, CA 92324  
(909) 370-5062  
www.ci.colton.ca.us

- Applications will be carefully screened and the most qualified applicants will be invited to an oral exam.
- All successful candidates will be certified to an eligibility list good for one year.
- Appointment is contingent upon passing a pre-employment medical examination (including a drug/alcohol screening), fingerprinting, and submission of an original DMV printout indicating current driver's license status and proof of current personal auto insurance.
- The Immigration Reform and Control Act of 1986 requires that all new employees verify identity and entitlement to work in the United States by providing required documentation.

**THE PROVISIONS OF THIS ANNOUNCEMENT DO NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISION CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.**

AA/EOE—The City of Colton encourages the application of bilingual persons, women, minorities and persons with disabilities. The City will attempt to reasonably accommodate applicants with disabilities upon request.

# CITY OF COLTON EMPLOYMENT OPPORTUNITY

## UTILITIES ENGINEER

**Final Filing Date:** Open until filled

**Salary:** \$6,192-\$7,528/mo. + City paid PERS of 4% for 2.7% @ 55 plan; Cafeteria Plan - \$915/month to purchase medical, dental & vision; City paid life and long term disability insurance and employee assistance program.

#### THE POSITION

Under the general supervision of the Director of Water & Wastewater Operations or his designee, performs professional engineering duties in the planning and design of City water and wastewater related projects; performs related duties as required.

#### MINIMUM QUALIFICATIONS

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for the position. A typical way of obtaining the required qualifications is to possess:

**Education and/or Experience:** the equivalent of five years of professional engineering experience in a water resource area, with a minimum of two years with a government agency managing Capital Improvement Projects. A Bachelor's degree in Civil Engineering or a related field is required.

**License/Certificate:** Possession of a valid Class "C" California Driver's License. Possession of a State of California Civil Engineer License is highly desirable. An Engineer-In-Training Certificate is preferred. Possession of a Bachelor's degree.

**Knowledge of:** Civil engineering practices and principles, including planning and development, design, and construction. Methods and techniques utilized in the preparation of engineering project designs and related plans, specifications, construction materials, and cost estimates. Analytical and design skills. Principles and practices of municipal budget administration. Applicable City/State/Federal codes, standards, ordinances, policies, and regulations. Methods and techniques of supervision, training and motivation. Modern office equipment, including a computer and applicable software. Methods and techniques for record keeping. Proper English, spelling, and grammar.

**Ability to:** Prepare detailed engineering sketches, plans and maps. Review and understand architectural, grading, topographical and related drawings. Inspect engineering projects such as trenches, sewer lines and water lines and storm drains while under construction, in a state of disrepair or flooded. Interpret and apply related laws, ordinances, and regulations. Use good judgment and make sound decisions. Communicate effectively orally and in writing. Analyze a complex issue and develop and implement an appropriate response. Perform complex mathematical calculations. Apply applicable laws, codes and regulations. Courteously respond to community and organizational issues, concerns and needs. Establish and maintain effective working relationships; communicate clearly and courteously, deal tactfully, diplomatically, and persuasively with fellow employees and with customers.

**Skill to:** Effectively operate a motor vehicle on City streets. Operate a computer and applicable software.

#### ESSENTIAL FUNCTIONS

May include, but are not limited to the following:

- Oversee various projects which may include plan check activities; assign projects and direct coordination between the City and engineering consultants; direct recordkeeping and tracking; ensure expeditious processing.
- Prepare requests for proposal and perform contract administration for engineering consultants and evaluate their performance; make construction contract modifications and negotiate contract change orders; review billings; project costs; may assist in developing and administering the engineering budget.
- Respond to inquiries and investigate complaints; provide technical expertise and coordinate activities with outside agencies and the public.
- Gather technical data required for the planning of a wide variety of engineering projects; prepare staff reports and recommendations related to engineering projects.
- Review, make comments and recommendations regarding proposed projects by checking plans,

maps, related studies and supporting data for concept, design and compliance with regulations; recommend conditions of approval for projects.

- Prepare and review plans, specifications, and estimates; prepare and process legal documents required for project completion.
- Attend City Council meetings and Planning Commission meetings as assigned; participate in staff project meetings; participate in discussion or make presentations regarding engineering projects.
- Meet with developers to define project objectives and prescribe standards; attempt to resolve conflicts between developers and staff; meet with neighborhood groups to discuss plans and obtain feedback; and enforce City policies and procedures.
- Direct staff in survey, mapping, and data collection activities; assign routine investigation, design and drafting tasks, and provide direction in resolving problems.
- Coordinate and participate in engineering activities involved in the design, construction, and maintenance of engineering facilities such as streets, storm drains, water and sanitary sewers.
- Prepare and assemble bid documents for project bidding; review bids and make recommendation to City Council/Colton Utility Authority for awards of contracts.
- Prepare progress reports on projects under construction; maintain records of changes and field notes; prepare payment request and change orders, and process project certificates of completion.
- Determine priorities for capital improvement projects, prepare preliminary budget estimates for improvements and major maintenance or facility expansion.
- Review subdivision development and other private development construction plans to ensure conformance with State and City standards and code requirements for water and wastewater facilities.
- Coordinate work with other City departments, regulatory agencies, and appropriate citizens' advisory committees.
- Write reports, attend meetings as City department/division representative, present oral reports, advise, and make recommendations.
- With proper approvals, establish City policies on water and wastewater related issues.
- Perform other related duties as required.