

**ENGINEERING ASSOCIATE  
(NON CIVIL SERVICE)  
SALARY: \$6,195 - \$7,674 PER MONTH  
PLUS AN EXCELLENT BENEFITS PACKAGE WHICH INCLUDES  
8% EMPLOYEE CONTRIBUTION TO PERS  
FINAL FILING DATE: IMMEDIATE OPENING**

**DEFINITION:** Under general supervision, perform technical and engineering work related to the drafting and design of plans for public works facilities and conduct surveys; and perform related duties as required.

**CLASS CHARACTERISTICS** This is the journey level professional engineering class. Employees work under the directions of a Civil Engineer to perform moderately difficult professional engineering work.

**SUPERVISION RECEIVED:** Direct supervision is provided by the Senior Civil Engineer or Civil Engineer.

**EXAMPLES OF DUTIES:** Duties may include, but are not limited to the following:

Under supervision design and prepare plans, specifications and cost estimates for public works projects including pumping stations, street, storm drain, water and sewer lines, and related projects; research project design requirements; perform complex calculations and make estimates of time and material costs; calculate permit fees. Assists in preparation of plans and specifications for the installation of traffic signals, traffic control devices, and street lighting systems. Prepare designs for small remodeling and new construction projects for City buildings. Research publications and industry information sources. Write legal descriptions and draw maps for annexations, easements, leases and property acquisitions by the City. Investigate field problems affecting property owners, contractors, and maintenance operations. Perform field surveys, mapping, and data collection work. Make field inspections of public works construction projects to verify conformance with specifications. Provide engineering information to contractors, engineers and other members of the public. Check plans submitted by the developers for compliance with City standards. Participate in the plan check, review, and processing of plans for private developments affecting City streets, sewers, drains and related public works facilities and ensure that they meet all City imposed requirements. Prepare special engineering studies and reports. Perform related duties as assigned.

**QUALIFICATIONS:**

**Knowledge of:**

- Principles and practices of engineering as applied to public works, utilities or building construction projects.
- City engineering policies and procedures.
- Methods, materials, and techniques used in the construction of public works and utilities projects.
- Modern development, current literature and sources of information regarding engineering.

**Ability to:**

- Perform all duties of an Engineering Aide.
- Make complex engineering designs and computations and prepare engineering plans and studies.
- Communicate clearly and concisely, orally and in writing.
- Use and care for engineering and drafting instruments and equipment.

**EXPERIENCE AND EDUCATION:**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include:

**Experience:**

One year of experience in entry level engineering.

**Education:**

Equivalent to a Bachelor's Degree from an accredited college or university with major study in an engineering discipline related to the area of assignment.

In lieu of a Bachelor's Degree additional technical experience may be substituted. The Bachelor's Degree equivalent would be (6) six years of experience with the City of Vernon and a certificate in an approved college program consisting of at least (8) eight years.

**LICENSE AND/OR CERTIFICATE:** Possession of a valid Class C California driver's License and a satisfactory driving record.

**SELECTION PROCESS:** Completed application packets will be reviewed and those whose qualifications appear to meet the requirements of the position will be invited to participate in the process. Resumes are not accepted in lieu of applications.

**Applications are available and must be submitted to:**

**CITY OF VERNON  
PERSONNEL  
4305 Santa Fe Avenue, Vernon, CA 90058  
(323) 583-8811 Ext. 323, Job Hotline (323) 826-1412  
Monday through Thursday, 7 a.m. to 5:30 p.m.**

## EMPLOYMENT INFORMATION

- APPLICATIONS:** Applications must be filled out completely and must clearly show that the minimum qualifications are met. All statements made on the application are subject to investigation and verification. Resumes/facsimiles are not accepted in lieu of an official City application.
- MEDICAL STANDARDS:** A job related medical examination and drug screen, at City expense by a City designated physician is required.
- WORK SCHEDULE:** 4/10 plan. (Monday through Thursday, 7:00 a.m. - 5:30 p.m.)
- VACATION:** After 1st year of service 80 hours (8 days)  
After 5 years 100 hours (10 days)  
After 10 years 120 hours (12 days)  
After 15 years 160 hours (16 days)
- HOLIDAYS:** Approximately 11 holidays per year.
- INSURANCE:** Medical, Dental, Vision and Life Insurance coverage is available to employees and dependents. The City pays all premiums except dependent vision care (available at a minimal fee). City contributes \$35.00 per month towards auto insurance with proof of insurance coverage.
- RETIREMENT:** Public Employees Retirement System (*PERS*). City pays employee contribution.
- CREDIT UNION:** Employee credit union is available.
- DEFERRED COMPENSATION:** 457 plan available.
- TUITION REIMBURSEMENT:** Available to those employees who satisfactorily complete job related college courses (**\$2,200 per fiscal year**) after successful completion of their one year evaluation period.
- LONGEVITY PAY:** On completion of **5** uninterrupted years of service full-time employees will receive an additional **5%** longevity increase.

## EMPLOYMENT CONDITIONS

No employee shall knowingly or intentionally engage in or permit any employee of the City of Vernon to engage in, the smoking of tobacco products in an enclosed space operated by the City of Vernon. Employees who desire to smoke must do so during rest and lunch breaks away from the premises.

The City of Vernon does not discriminate on the basis of race, national origin, sex, religion, age or disability in employment or the provision of services.

All employment positions in the City of Vernon are Non-Civil Service.

All appointments are made by the City Council. Persons employed by the City of Vernon serve at the will and pleasure of the City Council, do not have any property or vested right to their position and may be terminated at any time without cause or recourse.

The City has a nepotism policy, which may preclude employment of certain family members of current employees of the City.

All new employees serve a minimum one year evaluation period.

The information herein does not constitute either an express or implied contract and these provisions are subject to change.