



The City of Solana Beach Invites Applications for

ASSISTANT CIVIL ENGINEER





THE COMMUNITY

Incorporated in 1986, the City of Solana Beach is a General Law City with a Council-Manager form of government. The Solana Beach City Council consists of four members representing four separate Council Districts and a city-wide elected Mayor. Solana Beach is located along the northern coast of San Diego County and has 1.7 miles of coastline, covers 3.2 square miles and is about 95% built-out. The average winter temperature is 62 degrees and the summer average is 72. The City is bounded on the west by the Pacific Ocean, on the north by San Elijo Lagoon and the City of Encinitas, on the east by the unincorporated community of Rancho Santa Fe and by the 125 acre San Dieguito County Park, and on the south by the City of Del Mar (and the Del Mar Fairgrounds). Solana Beach has a population of approximately 13,500 – primarily residential. The community is home for many artisans, high tech business and professionals.

THE DEPARTMENT

The Engineering/Public Works Department is responsible for maintaining, repairing, and improving public facilities including streets, sewers, storm drains, streetlights, traffic signals and public parks. The Engineering Department assists in reviewing private development project both at ministerial and discretionary level. The Department also implements the City's capital improvement projects and manages the City's environmental services and stormwater programs.

THE POSITION

We're looking for an enthusiastic and highly motivated professional to join our fast-paced, but fun work environment. Our Engineering team provides top notch engineering services to the community using innovating and effective solutions and services. The incumbent must enjoy working in an environment and a City that moves quickly, be able to wear multiple hats, and possess a drive to succeed.

The Assistant Civil Engineer position is FLSA non-exempt hourly and a member of the Miscellaneous Employee Group.

To view the full job description please follow the links below:

- [Assistant Civil Engineer Job Description](#)

TENTATIVE RECRUITMENT SCHEDULE

(all dates are tentative and subject to change without notice)

Application closing date: Open Until Filled

1st application review process: Weeks of February 26th or March 4th

Oral board interviews: Week of March 25th

Departmental interviews: Within 2 weeks following Oral Board interviews

Anticipated start date: Late April to Mid-May timeframe



EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The City of Solana Beach does not discriminate on the basis of race, color, religious creed, physical or mental disability, medical condition, genetic information, marital status, veteran's status, sex, age, national origin or ancestry, or sexual orientation. If you feel you have a need for special testing arrangements due to a disability, please contact the Human Resources Department at (858) 720-2451. The provisions of this announcement do not constitute an expressed or implied contract. Provisions contained in this employment announcement may be modified or revoked without notice. All offers of employment are contingent upon the candidate successfully passing a pre-employment medical examination and drug screening as well as a criminal history investigation through the California Department of Justice.

EDUCATION & EXPERIENCE

- One (1) year of professional engineering design, plan review, and project administration experience, preferably in a public agency setting. Possession of certification as an Engineer-In-Training is desirable.
- A Bachelor's degree from an accredited college or university with major course work in civil engineering or a related engineering field.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of:

- Civil engineering principles, techniques, policies and procedures.
- Methods, materials, and techniques used in the construction of public works projects, including water and wastewater systems, stormwater, street and traffic systems design.
- Basic principles, practices, procedures and standards related to City public works and engineering infrastructure development and maintenance.
- Basic principles and practices of capital improvement program budgeting, cost estimation, funding, project management, and contract administration.

Ability to:

- Conduct complex civil engineering research projects, analyze complex problems, evaluate alternatives, make sound recommendations and prepare effective technical staff reports.
- Prepare, understand, and interpret engineering construction plans, specifications and other contract documents.
- Conduct comprehensive engineering studies and prepare reports with recommendations.
- Assist in, develop and administer contracts for professional services and construction in a public agency setting. Direct the work of contract consultants and contractors.

ADDITIONAL REQUIREMENTS

Physical Examination and Background Check:

Employment offers are conditional based, upon the successful completion of a medical examination which includes a drug screening. Physicals are performed by the City's designated physician at the City's expense.

The applicant selected will be subject to a criminal history investigation through the California Department of Justice (DOJ) and a thorough background check. A waiver for reference and background information must be completed.

Possession of a Valid California Driver's License:

Employees in classifications requiring possession of a valid California driver's license will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice program, which confirms possession of a valid driver's license and reflects the driving record.

Special Requirements:

City of Solana Beach employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.





COMPENSATION & BENEFITS

Assistant Civil Engineer:

This position is a FLSA non-exempt position and a member of the Miscellaneous Employee Group.

Hourly: \$38.74 to \$51.93

Monthly: \$6,714 to \$9,001

Scheduled for a 3% cost of living increase in July 2024

The City's benefits package includes:

- New CalPERS members will be enrolled under a 2% at 62 CalPERS retirement formula, and Classic members (as defined by CalPERS) will be enrolled under a 2% at 60 PERS retirement formula. Both formulas will be based on the employee's three-year highest salary. The City does not participate in Social Security
- The City will contribute \$1 for each \$1 contributed to a Mission Square Retirement 457 Deferred Compensation Savings Plan by each employee, with an annual cap of \$2,000 per year. Miscellaneous employees must have an active account with Mission Square Retirement
- The City provides up to \$1,586 per month in a Cafeteria Health Plan, which allows employees to purchase a medical insurance plan through the California Public Employees Retirement System (CalPERS). Dental and Vision insurance plans are also available. Opt-out option is capped at \$475 per month
- Standard vacation, and sick leave provisions
- Holidays: 13 full day holidays and 3 floating holidays per year
- City Hall closure from December 24th through January 1st each year
- Tuition Reimbursement: Up to \$2,000 per fiscal year
- 9/80 work schedule with every other Friday off
- Section 125 Healthcare and Dependent Care Flexible Spending Account
- City paid Life Insurance is 1x annual salary
- City paid Long Term Disability (LTD) insurance
- The City provides up to \$480 per year for gym or health/fitness membership.

TO BE CONSIDERED FOR THIS OPPORTUNITY

This recruitment is open until filled, with the first application review beginning during the weeks of February 26 or March 4. All applicants are required to submit an online City application and resume. To view the full job descriptions, please visit: [Assistant Civil Engineer Job Description](#).

To view the full job announcement and to submit your application online, please visit the [City's Career Page](#).

QUESTIONS: Contact the Human Resources Department at (858) 720-2458 or jburke@cosb.org.