

**RESOLUTION NO. 32/2021**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CORTE MADERA  
APPROVING THE REINSTATEMENT OF THE POSITION CLASSIFICATION AND JOB  
DESCRIPTION OF ASSISTANT ENGINEER, ESTABLISHING A SALARY RANGE FOR  
THE NEW POSITION AND AMENDING COMPENSATION SCHEDULE C – MID  
MANAGEMENT EMPLOYEES**

**WHEREAS**, a classification plan is considered a foundation for a sound personnel management system; and

**WHEREAS**, it is necessary to create position classifications to identify job responsibilities assigned and experience required; and

**WHEREAS**, on September 16, 1997, the Town Council accepted, and on October 21, 1997, the Town Council adopted the present Classification Plan, as since amended, and the present Classification Specifications/Job Descriptions, as since amended; and

**WHEREAS**, it is necessary to (1) Approve the reinstatement of the Position Classification and Job Description of Assistant Engineer and designate this position as a Full Time Employee; and (2) Establish a salary range for the new position in Compensation Schedule C – Mid-Management Employees.

**NOW, THEREFORE BE IT RESOLVED**, that the Town Council does hereby Approve the reinstatement Position Classification and Job Description of Assistant Engineer attached hereto as Exhibit A and incorporated herein by reference as though fully set forth; and

**IT IS FURTHER RESOLVED**, that the Town Council does hereby establish the salary range for the new position of Assistant Engineer at \$7,092 to \$8,621 per month as shown in Amended Compensation Schedule C – Mid-Management Employees attached hereto as Exhibit B, and incorporated herein by reference as though fully set forth.

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I hereby certify that the foregoing is a full, true and correct copy of Resolution No. 32/2021 duly passed and adopted by the Town Council of the Town of Corte Madera, at a meeting thereof duly held on 6<sup>th</sup> day of July, 2021, by the following vote:

AYES, and in favor thereof, Councilmembers: Beckman, Casissa, Lee, Mongan, Ravasio  
NOES, Councilmembers: - None -  
ABSENT, Councilmembers: - None -

Approved:

  
Eli Beckman, Mayor

ATTEST:

  
Rebecca Vaughn, Town Clerk

**TOWN OF CORTE MADERA**

**ASSISTANT ENGINEER**

**DEFINITION**

Under general direction, to perform complex civil engineering work in the design, construction, inspection, and maintenance of public works facilities, including sanitary sewers, streets, storm drains and other public improvements; to review private development plans and projects; to perform inspections and approval of permits for public and private improvements and facilities.

**DISTINGUISHING CHARACTERISTICS**

This is a journey level professional class that performs a full range of complex analytical tasks and works under direction and within a framework of established procedures. Incumbents work with only occasional instruction or assistance and work is normally reviewed upon completion and for overall results. This class is responsible for performing engineering and project management functions requiring a thorough knowledge of civil engineering principles and practices and associated federal, state, and Town codes and regulations.

**SUPERVISION EXERCISED AND RECEIVED**

May be expected to provide supervision to subordinate clerical or technical staff; however, supervisory responsibilities are ancillary to the main intent and focus of the position.

Receives general supervision from higher level engineering staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Perform engineering work related to a variety of public works projects.

Prepare engineering plans, specifications and estimates for the construction and maintenance of sanitary sewers, streets, storm drains and other structures; check plans and specifications for accuracy and completeness; make suggestions for revisions and improvements; prepare preliminary and final cost estimates.

Administer assigned construction projects; ensure projects comply with adopted specifications, plans and standards; review, approve, and monitor project schedules and budgets; coordinate a variety of construction activities; perform site visits and inspect construction work in the field for contract compliance.

Review and monitor capital improvement projects and other construction contracts; review requests for amendments to contracts and issue contract change orders.

Review and approve or recommend approval of private development plans for subdivision and other projects requiring issuance of Town permits or enforcement of applicable codes and ordinances.

Conduct inspections of private and public work encroaching on Town property to insure compliance with plans, codes, and construction standards.

Review site plans and conditional use permits for compliance with drainage, traffic, and roadway issues.

Conduct or review traffic studies, sanitary and storm drain collection system studies and various other studies and reports.

Maintain and advance existing Town and Sanitary District programs relating to physical improvements or maintenance.

Coordinate engineering activities with other departments and outside agencies and organizations.

Provide staff assistance to the Public Works Director/Town Engineer, Town Manager and Town Council; prepare and present staff reports and other necessary correspondence.

Participate in inter-agency meetings; enroll in courses, and review engineering publications in order to stay informed of recent developments in the engineering field.

Respond to and resolve public inquiries and complaints.

Maintain and update a variety of maps and records, including Town street maps, utility system maps, lot and block maps, and various index maps.

Assist in the development and maintenance of the record keeping and filing systems.

Research paper plans and records; perform field observations of infrastructure inventory and condition; input, maintain and update data for computerized maintenance management system.

Read, navigate and make minor updates to base maps using AutoCAD and GIS software. Assist in code enforcement activities.

Prepare, assemble and distribute copies of maps, charts and blueprints as requested. Provide public assistance at public counter and over the telephone.

**OTHER JOB RELATED DUTIES**

Search and file records.

Type and edit documents.

Operate surveying equipment. Perform basic drafting.

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Operational characteristics, services, and activities of an engineering services program.

Principles and practices of engineering as applied to municipal engineering services.

Methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to municipal public works improvements.

Recent developments and sources of information on municipal engineering.

Pertinent Federal, State, and local laws, codes, and regulations.

Methods, materials, equipment, procedures, techniques, and practices of construction and maintenance inspection.

Principles and practices of data collection and report preparation.

Safe work practices.

**Skill to:**

Operate office equipment, computers, and motorvehicles.

Use complex computer applications, including word processing, spreadsheet, database, GIS and AutoCAD.

**Ability to:**

Respond to community, Public Works Director/Town Engineer, Town Manager and Town Council issues, concerns, and needs.

Analyze problems, identify alternative solutions, determine consequences of proposed actions, and implement recommendations in support of goals.

Coordinate, organize, and direct comprehensive engineering and capital improvement programs.

Understand and follow oral and written instructions.

Provide quality customer service.

Conduct thorough investigations and research, collect, compile, and analyze information and data.

Prepare clear and concise administrative, technical, and financial reports.

Interpret and apply policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training: Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Two years of civil engineering work experience (see allowable substitution below).

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field.

**License or Certificate:**

Possession of, or ability to obtain, a valid California driver's license is required.

Engineering-in-Training (EIT) certification desirable and may be substituted for two years of civil engineering work experience.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Requires the ability to work in a standard office environment; requires the ability to exert a small amount of physical effort in daily activities; may require walking over uneven and steep terrain while carrying light equipment; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as drafting (hand and computer aided), drawing, field survey work, operation of a motor vehicle, and/or use of other office equipment or supplies; must be able to perceive forms and colors.

**Effective Date:** April, 2000

**Council Approval:** Res. No. 3091, April 4, 2000

COMPENSATION SCHEDULE C - MID-MANAGEMENT

Exhibit B

EMPLOYEES

2020-2021

	A	B	C	D	E	F	G
1							
2	<b>Position</b>		<b>Steps</b>				
3			Min	2	Midpoint	4	Max
4							
5	Senior Civil Engineer	monthly	10,296	10,811	11,351	11,919	12,515
6		hourly	59.40	62.37	65.49	68.76	72.20
7							
8	Building Official	monthly	10,023	10,524	11,050	11,602	12,183
9		hourly	57.82	60.71	63.75	66.94	70.29
10							
11	Superintendent of Public Works	monthly	9,367	9,835	10,327	10,843	11,385
12		hourly	54.04	56.74	59.58	62.56	65.69
13							
14	Project Manager	monthly	9,367	9,835	10,327	10,843	11,385
15		hourly	54.04	56.74	59.58	62.56	65.69
16							
17	Senior Planner	monthly	8,436	8,858	9,301	9,766	10,254
18		hourly	48.67	51.10	53.66	56.34	59.16
19							
20	Code Enforcement/Communications Manager	monthly	8,613	9,044	9,496	9,971	10,469
21		hourly	49.69	52.18	54.78	57.52	60.40
22							
23	Assistant Superintendent of Public Works	monthly	7,969	8,367	8,786	9,225	9,686
24		hourly	45.97	48.27	50.69	53.22	55.88
25							
26	Assistant Engineer	monthly	7,092	7,447.00	7,819.00	8,210.00	8,621
27		hourly	40.92	42.96	45.11	47.36	49.74
28							
29		monthly	7,969	8,367	8,786	9,225	9,686
30	Associate Civil Engineer	hourly	45.97	48.27	50.69	53.22	55.88
31							
32		monthly	7,596	7,975	8,374	8,793	9,233
33	Senior Accountant*	hourly	43.82	46.01	48.31	50.73	53.27
34							
35		monthly	7,234	7,596	7,975	8,374	8,793
36	Associate Planner	hourly	41.74	43.82	46.01	48.31	50.73
37							
38		monthly	7,056	7,409	7,779	8,168	8,577
39	Recreation Program Manager	hourly	40.71	42.74	44.88	47.13	49.48
40							
41		monthly	6,577	6,906	7,251	7,614	7,995
42	Recreation Supervisor	hourly	37.95	39.84	41.84	43.93	46.12
43							
44		monthly	6,577	6,906	7,251	7,614	7,995
45	Assistant Planner	hourly	37.95	39.84	41.84	43.93	46.12
46							
47		monthly	5,304	5,569	5,848	6,140	6,447
48	Recreation Coordinator	hourly	30.60	32.13	33.74	35.43	37.20
49							
50		monthly	5,128	5,522	5,946	6,403	6,895
51	Code Enforcement Officer	hourly	29.58	31.86	34.30	36.94	39.78
52							
53							
54	* Includes a pay increase of 5% for performing additional duties associated with the Town assuming						
55	responsibility for finance duties for the Central Marin Fire Authority. These duties include payroll,						
56	benefits administration, retirement reporting, accounts payable and record keeping. Central Marin						
57	Fire Authority will pay the Town for these services. The additional 5% is included in the salary above						
58	and will be in effect for as long as the position is responsible for Central Marin Fire Authority functions.						