



TOWN OF CORTE MADERA
Employment Opportunity

ASSOCIATE CIVIL ENGINEER

Full Time Position Salary - \$7812—\$9496 per month
Plus excellent benefits package

Open Until Filled—First Review of Applications December 30, 2019

The Position

The Associate Civil Engineer is a key member of the Town of Corte Madera's Engineering team, working closely with the Public Works Director, senior civil engineers, clerical and technical staff, developers, construction firms and other members of the public.

This position will perform complex civil engineering work in the design, construction, inspection, and maintenance of public works facilities such as sanitary sewers, streets, storm drains, traffic/intersection improvements, multi-modal traffic projects, road rehabilitation and accessibility improvements. The Associate Civil Engineer is responsible for reviewing private development plans and projects, performing inspections and approving permits for public and private improvements and facilities.

The Ideal Candidate Will :

- Be proficient in the design, construction management and project management of a wide variety of civil engineering projects
- Have in-depth knowledge of the policies procedures required to bid, award and construct publicly funded engineering projects
- Know applicable codes and standards related to civil engineering projects
- Has experience preparing engineering plans, general project specifications, technical memorandums, construction documentation, and other project documents
- Be familiar with procedural differences based on local, state and federal funding sources
- Be organized, dependable, flexible and accurate demonstrating attention to detail
- Work independently with minimal guidance while managing several projects simultaneously without jeopardizing schedule or budget
- Excellent oral and written communication skills
- Demonstrate tact and diplomacy when dealing with the public, staff and others
- Have three or more years experience in civil engineering work
- Possess a four year degree in civil engineering or a closely related field
- Possess an Engineer-In-Training certificate
- Professional Engineer license in the State of California is highly desirable
- Possess a valid California driver license at time of appointment

The Town and Community

The Town of Corte Madera, California is a community of just under 10,000 people located in the heart of Marin County, approximately nine miles north of San Francisco. It is devoted to preserving its rich history, maintaining today's quality of life, and carefully planning its future.

Corte Madera has a number of amenities including friendly neighborhoods, a charming Old Town square, shopping areas, vast open space, coastal marshland and rolling hillsides with vistas of Mount Tamalpais. It is a community that offers great variety in housing, employment, recreation, entertainment, education and public services. Corte Madera is home to friendly, involved people with an inviting community atmosphere.

What We Offer

- Salary \$7812—\$9496 monthly DOQ
- Health insurance for Employee and Dependents; Town pays Kaiser Bay Area rate
- Paid dental, life, long-term disability and vision insurance
- CalPERS Defined Benefit Retirement
 - 2.5% at 55 for classic members
 - 2% at 62 for new members under PEPR
- Paid vacation, administrative, and sick leave
- 14 Holidays, includes floating holidays
- Educational benefits
- Health and Wellness, Green Commuting and Corte Madera Parks and Recreation program benefits
- Deferred compensation— Voluntary Employee contribution

- Flexible Spending Accounts (voluntary employee contribution), Retiree Health Savings Account

To Apply

If you are interested in this outstanding opportunity to join a competent, committed and energetic team, please complete a Town of Corte Madera employment application, attach a cover letter detailing your interest in the position and a current resume. Application forms can be downloaded from the Town of Corte Madera's website: <https://townofcortemadera.org/408/Job-Opportunities>. Please send all three items by email to Janet Thiessen, Human Resources Manager, at jthiessen@centralmarinpolice.org

Applications submitted without the Town of Corte Madera application form, cover letter and resume will be considered incomplete and will be rejected.

The Town of Corte Madera is an equal opportunity employer. For more information or to review a copy of the job description visit: <https://www.townofcortemadera.org/251/Job-Descriptions>

Questions regarding this job announcement may be directed to Janet Thiessen at (415) 927-5187 or by email : jthiessen@centralmarinpolice.org

Recruitment: Open Until Filled

1st Review of Applications:

December 30, 2019

Qualified applicants are encouraged to apply ASAP; Best qualified applicants based on application, cover letter and resume will be invited to an oral panel interview in January 2020.