



## ABOUT THE POSITION:

Under direction of the Director of Public Works, or designee, the **Associate Engineer** performs engineering services in the public setting, collaborating with multiple stakeholders. Examples of assignments include:

- Serves as lead for the Bicycle and Pedestrian Advisory Committee and other staff committees
- Responds to public inquiries regarding topics such as retaining walls, storm drains, sanitary sewer system, sidewalks, right of way encroachments, etc.
- Coordinates Steps, Lanes and Path activities
- Reviews and addresses traffic operational and safety concerns
- Review of planning projects and building permits for code compliance, impact on City's facilities, and recommends conditions of approval
- Oversees Engineering Technicians involved in review and inspection of encroachment permits, storm water compliance, and right-of-way management/code enforcement

## IDEAL CANDIDATE:

The ideal candidate will be an engineering professional with at least four (4) years of increasingly responsible experience who is a self-starter, hungry to learn, and looking for a position that affords them the opportunity to grow professionally and expand their skills. The successful applicant will have demonstrated knowledge and experience in the nuances and complexities of civil engineering in a municipal context and display superior customer service skills. He/she should be a proven collaborator who is comfortable in lead roles and has the ability to communicate effectively. The ideal candidate has a bachelor's degree in Civil Engineering and possession of an Engineer in Training Certificate. Certification as a Qualified Stormwater Practitioner is preferred. A Professional Engineering License is preferred.

## ABOUT THE DEPARTMENT:

The Public Works Department includes the divisions of Engineering, Operations (Building, Parks, Streets and Sewers, and Fleet Maintenance) and Wastewater Treatment. With a complement of 47 staff, a \$5.6 million operational budget, and oversight of the \$30 million 5-year Capital Improvement Program, the department offers a full range of services and support for residents, businesses, and City departments.

## SALARY AND BENEFITS:

**\$7,383 - \$9,889 / Month DOE**

- **Health Insurance** – The City offers a Kaiser Health Plan, Health Net PPO and Health Net HMO.
- **Dental Insurance** – The City pays the full cost of coverage with Delta Dental Plan.



- **Leave** – The City offers generous vacation, sick, administrative, and holiday leave.
- **Retirement** – The City contracts with CalPERS for retirement benefits
- **457 Deferred Compensation Plan**
- **Other** – the City pays the premiums for a \$50,000 life insurance plan, as well as Long-Term Disability insurance. Other benefits include free/discounted use of City recreational facilities and programs.

## ABOUT MILL VALLEY:

The City of Mill Valley is 10 miles north of San Francisco and 40 miles from California's famous wine country. Mill Valley is a town with a rich and eclectic cultural history and a lively and engaged citizenry.

Mill Valley is primarily a suburban community, with distinctive residential neighborhoods representing the many eras of the town's growth from a small mill town to the modern full-service city it is today. Our population's approximately 14,000 residents live in a 4.8 square mile area, although we serve as the center for a larger unincorporated Mill Valley area with more than 30,000 residents.

The City of Mill Valley has a staff of almost 150 regular employees. The annual operating budget is approximately \$41 million.

## APPLICATION INSTRUCTIONS:

1. To apply, please visit [www.CalOpps.org](http://www.CalOpps.org).
2. Utilizing the application process in the above link, please also upload your Cover Letter and Resume.

**Application deadline is Wednesday, April 28, 2021.**

## FOR QUESTIONS PLEASE CONTACT:

Seth Allingham, Deputy City Clerk/Administrative Analyst  
[sallingham@cityofmillvalley.org](mailto:sallingham@cityofmillvalley.org)

*The City of Mill Valley is an Equal Opportunity Employer.*