

**CITY OF SAN MATEO
RESOLUTION NO. __ (2023)**

**JOB SPECIFICATION UPDATES
PUBLIC WORKS DEPARTMENT**

WHEREAS, pursuant to the San Mateo Municipal Code Section 2.57.030(d), approval of new classifications and related job specifications, salary schedules, compensation changes, elimination or reinstatement of positions, reallocation of positions, reclassifications, and revisions of job specifications must be approved by City Council Resolution; and

WHEREAS, the proposed changes as detailed below are in response to Public Work's requests to revise the job specifications for the classifications of Associate Engineer to accurately reflect the requirements of the classification.

WHEREAS, the job specification for the classification of Associate Engineer is attached hereto as Exhibit A, and incorporated by reference;

WHEREAS, the Letter of Understanding is related to incentive pay for the possession of the Professional Engineer license attached hereto as Exhibit B and incorporated by reference;

WHEREAS, the parties have met and conferred, and have reached agreement to amend the Unit's MOU;

WHEREAS, no appropriation of additional funds to the Fiscal Year 2023-24 Budget is necessary; and

WHEREAS, the employee associations representing the impacted classifications have been informed of the job specification updates and have not brought forth any objections or concerns.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN MATEO, CALIFORNIA, HEREBY RESOLVES that:

1. The revisions to the job specifications for the classifications of Associate Engineer is not subject to CEQA because it can be seen with certainty that they will not cause a physical change in the environment; and
2. The revisions to the job specification for the classification of Associate Engineer are approved and attached as Exhibit A.
3. The Letter of Understanding for the San Mateo City Employees Association (SMCEA), set forth in the attached as Exhibit B, is approved and summarized as follows:

An employee shall be eligible for a \$100.00 per month payment for successfully obtaining and maintaining a Professional Engineer's license paid on a bi-weekly basis.

4. There is no budget impact in the current fiscal year for these recommended changes, as any increases can be absorbed within existing operating budgets. Updated salary and benefit amounts for these positions will be incorporated into the Fiscal Year 2023-2024 budget.



EXHIBIT A

JUNIOR ENGINEER ASSISTANT ENGINEER ASSOCIATE ENGINEER

DEFINITION

To perform professional engineering work in the design, investigation, and construction of public works and related projects; to act as project manager in assigned capital projects; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Junior Engineer - This is the entry-level class in the professional engineering series. This class is distinguished from the Assistant Engineer by the performance of the more routine tasks and duties assigned to positions within the series. Incumbents perform less complex office and field engineering work and assignments are generally routine or closely related within a framework of established procedures. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

Assistant Engineer - This is the journey level class in the professional engineering series not requiring registration. Positions in this class are normally filled by advancement from the lower class of Junior Engineer. Incumbents of this class perform the moderately difficult professional engineering work. Assistant Engineers are normally considered to be on a continuing training status and as assigned responsibilities and breadth of knowledge increase with experience and registration is received, may reasonably expect their positions to be reassigned to the next higher class of Associate Engineer.

Associate Engineer - This is the journey level class within the professional engineering series and highly encourages professional engineering license registration. Employees within this class are distinguished from the Assistant Engineer by the greater complexity of the assignments received and by the greater independence with which an incumbent is expected to operate. Incumbents are expected to complete complex engineering assignments requiring the use of judgment and initiative in developing solutions to problems, interpreting general policies, and determining work assignments. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in the class are flexibly staffed and are normally filled by advancement from the lower class of Assistant Engineer, or when filled from the outside, require prior advanced technical or professional engineering work experience.

SUPERVISION RECEIVED AND EXERCISED

Junior Engineer

Receives general supervision from high level professional engineers.

May exercise technical or functional supervision over technical engineering staff.

Assistant Engineer

Receives general supervision from higher level professional engineers.

May exercise technical or functional supervision over technical engineering staff.

Associate Engineer

Receives direction from higher level engineering staff.

May exercise technical supervision over lower-level staff within the work unit and exercises technical or functional supervision over technical engineering staff.

EXAMPLES OF DUTIES - Depending upon assignment, duties may include, but are not limited to, the following:

Design and prepare plans and specifications and cost estimates for public works projects including pumping stations, streets, storm drains, sewer lines, and related projects.

Research project design requirements: perform complex calculations and prepare estimates of time and material costs.

Design and prepare plans and specifications for the installation of traffic signals, traffic control devices, and street lighting systems.

Review field projects being studied, designed or constructed.

Assign routine investigation, design and drafting tasks to technical subordinates; request survey, mapping and data collection; review completed work; assist in the solution of difficult problems.

Research publications and industry information sources to remain current with modern developments, principles and procedures.

Develop revised design and construction standards for public works structures and appurtenances.

Investigate field problems affecting property owners, contractors, and maintenance operations.

Prepare estimates and feasibility reports for new or modified services and structures.

Design and maintain spreadsheets and databases on mainframe and personal computers; write and maintain special programs on personal computers.

Fully utilize the computerized work systems in accordance with work flow processes.

Participate in the planning, checking, 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; analyze materials and design data submitted to the City.

Prepare special engineering studies and reports.

Prepare various applications for state and federal grants.

Administer and enforce City Codes and standards on engineering projects.

Determine conformance of parcel and subdivision maps and improvement plans to City requirements; maintain status of parcel and subdivision maps.

Serve as staff to a variety of City commissions, boards, and committees on public works or traffic engineering matters.

Coordinate public works activities with other City departments, divisions and sections and with outside agencies.

May supervise and train professional and technical staff.

Provide staff assistance to the Department Head or Division Manager, including special projects, complex project management, reports, prepare staff reports, and represent the City at City Council meetings.

Maintain current knowledge of new trends and innovations in the professional fields, participate in professional groups.

Research, negotiate, manage select and monitor contracts with vendors.

Advise the public or other city staff in processing transactions in the area his/her professional expertise or maneuvering city policies or responds to inquiries and requests by public, departments, press, or other department staff.

Develop and/or deliver high level materials, trainings, or presentations widely disseminated to the City or the public.

Manage large scale projects that span long time horizons and require high level expertise.

Process city transactions.

Perform other duties as assigned.

QUALIFICATIONS

Junior Engineer

Knowledge of:

Principles and practices of civil engineering as applied to public works engineering.

Methods, materials, and techniques used in the construction of public works and utilities or traffic engineering projects.

Modern developments, current literature, and sources of information regarding engineering.

Ability to:

Make complex engineering computations, and check, design, and prepare engineering plans, studies, profiles, and maps.

Use and care for drafting and surveying instruments.

Use computers and handheld electronic devices in the course of work.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative-working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

No experience is required.

Training:

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

License or Certificate

Possession of an Engineer-in-Training certificate is desirable.

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Assistant Engineer

In addition to the qualifications for Junior Engineers:

Knowledge of:

Principles and practices of engineering as applied to public works, utilities or building construction projects.

Ability to:

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

Learn and apply pertinent Federal, State and local policies, procedures, laws and regulations.

Use and care for engineering and drafting instruments and equipment.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of experience in professional engineering work in the area of assignment.

License or Certificate

Possession of an Engineer-in-Training Certificate.

Associate Engineer

In addition to the qualifications for Assistant Engineer:

Knowledge of:

Engineering policies and procedures.

Principles of supervision and training.

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

Ability to:

Make complex engineering designs and computations and prepare engineering plans and studies with minimum supervision.

Perform complex professional engineering work with a minimum of supervision.

Ensure program compliance with Federal, State and local policies, procedures, laws and regulations.

Supervise and train subordinates.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required

knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of professional engineering experience comparable to that of an Assistant Engineer in the City of San Mateo for engineers with a valid Professional Civil Engineer license in California.

Four years of professional engineering experience comparable to that of an Assistant Engineer in the City of San Mateo for engineers without a valid Professional Civil Engineer license in California.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver’s license.

Registered Professional Civil Engineer with the State of California is highly desirable.

ADA Special Requirement:

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, twist and climb; exposure to cold, heat, extreme noise, outdoors, confining work space, vibration, and dust.

ADOPTED CC:	4-12-81
REVISED CC:	9-07-88, 5-20-02, 8 21-17, 7-18-22
FORMER TITLES:	
BARGAINING UNIT:	GENERAL UNIT
PERFORMANCE APPRAISAL:	ANALYTICAL TECHNICAL
FLSA:	JUNIOR ENGINEER – NON EXEMPT ASSISTANT ENGINEER – NON EXEMPT ASSOCIATE ENGINEER – EXEMPT
DOT:	NO
PRE APPT MEDICAL:	NO
SAFETY SENSITIVE:	NO
FORM 700:	NO
JOB CODES:	JR ENGR – 5210, ASST ENGR – 5040, ASSOC ENGR- 5038
DMV RECORDS CHECK:	YES
ABOLISHED:	

Exhibit B

Letter Of Understanding

Between the San Mateo City Employees' Association and the City of San Mateo

The Memorandum of Understanding (MOU) between the San Mateo City Employees' Association (hereafter "Association") and the City of San Mateo (hereafter "City") is set to expire as of 11:59 pm, June 22, 2024. The City and SMCEA seek to be in agreement to provide this new Professional Civil Engineer license incentive. Therefore, the following will be added to the MOU:

13.5 Professional Civil Engineer License Incentive

To be eligible for a monthly \$100.00 license incentive, an Associate Engineer must successfully attain and maintain an active Professional Engineers license (P.E.) from the California Board of Professional Engineers. This incentive shall not exceed \$100.00 per month regardless of the number of professional licenses an Associate Engineer possesses. The \$100.00 monthly incentive shall be paid biweekly. This will be effective following the first full pay period after adoption by City Council.

SM CITY EMPLOYEES' ASSOCIATION



Mauricio "Rico" Gonzalez
President, SMCEA

10/12/2023

Date

CITY OF SAN MATEO



Teresa Abrahamsohn
Director Human Resources

10/12/2023

Date

Certificate Of Completion

Envelope Id: 17EB4329D9A84DD19496CC88BCC81CC5	Status: Completed
Subject: Complete with DocuSign: SMCEA License Incentive Letter of Understanding 2023.docx	
Source Envelope:	
Document Pages: 1	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Enabled	Yumi Maeda
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	330 W. 20th Avenue
	City Clerk's Office
	San Mateo, CA 94403
	ymaeda@cityofsanmateo.org
	IP Address: 73.241.64.117

Record Tracking

Status: Original	Holder: Yumi Maeda	Location: DocuSign
10/12/2023 4:02:30 PM	ymaeda@cityofsanmateo.org	

Signer Events

Mauricio Gonzalez mgonzalez@cityofsanmateo.org Security Level: Email, Account Authentication (None)		Signature Timestamp
	Signature Adoption: Pre-selected Style Using IP Address: 76.14.0.98	Sent: 10/12/2023 4:05:08 PM Viewed: 10/12/2023 4:07:28 PM Signed: 10/12/2023 4:07:57 PM

Electronic Record and Signature Disclosure:

Accepted: 10/12/2023 4:07:28 PM
ID: 066b7b82-65bc-46da-958f-297b6f98bf21

Teresa Abrahamsohn tabrahmsohn@cityofsanmateo.org Human Resources Director City of San Mateo Security Level: Email, Account Authentication (None)		Signature Timestamp
	Signature Adoption: Uploaded Signature Image Using IP Address: 134.215.109.104	Sent: 10/12/2023 4:07:58 PM Viewed: 10/12/2023 4:17:28 PM Signed: 10/12/2023 4:17:40 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

In Person Signer Events

Signature	Timestamp
------------------	------------------

Editor Delivery Events

Status	Timestamp
---------------	------------------

Agent Delivery Events

Status	Timestamp
---------------	------------------

Intermediary Delivery Events

Status	Timestamp
---------------	------------------

Certified Delivery Events

Status	Timestamp
---------------	------------------

Carbon Copy Events

Status	Timestamp
Yumi Maeda ymaeda@cityofsanmateo.org Senior Human Resource Analyts City of San Mateo Security Level: Email, Account Authentication (None)	Sent: 10/12/2023 4:17:41 PM



Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Witness Events	Signature	Timestamp
-----------------------	------------------	------------------

Notary Events	Signature	Timestamp
----------------------	------------------	------------------

Envelope Summary Events	Status	Timestamps
--------------------------------	---------------	-------------------

Envelope Sent	Hashed/Encrypted	10/12/2023 4:05:08 PM
Certified Delivered	Security Checked	10/12/2023 4:17:28 PM
Signing Complete	Security Checked	10/12/2023 4:17:40 PM
Completed	Security Checked	10/12/2023 4:17:41 PM

Payment Events	Status	Timestamps
-----------------------	---------------	-------------------

Electronic Record and Signature Disclosure
