City of Culver City

Assistant Engineer (Mobility & Traffic)

SALARY	$7,410.30 - $9,044.88 Monthly	**LOCATION**	CA 90232, CA
JOB TYPE	Full-Time	**JOB NUMBER**	00885
DEPARTMENT	Public Works	**DIVISION**	Mobility & Traffic Engineering
OPENING DATE	11/10/2025	**CLOSING DATE**	12/5/2025 5:00 PM Pacific

THE CITY

Culver City is a Charter City incorporated in 1917, and is a destination filled with outdoor cafes, unique shops and galleries opening onto pedestrian-friendly boulevards. Culver City has dedicated staff of approximately 800 employees with an overall operating budget of over $368 million. The City provides a full range of municipal services including Fire, Police, Housing & Human Services, Planning & Development, Public Works, Parks, Recreation, & Community Services, and Transportation.

THE POSITION

Assistant Engineer

(Mobility & Traffic)

*The current vacancy is in the Public Works Department, Mobility and Traffic Engineering Division.

This Assistant Engineer position is assigned to the Public Works Department, Mobility and Traffic Engineering Division. The following tasks are essential for the Assistant Engineer's assigned to work in the City's Mobility and Traffic Engineering Division. Incumbents in this classification may not perform all these tasks or may perform similar related tasks not listed here.

1. Assist Division staff in applying traffic engineering principles, state regulations (e.g., CA-MUTCD, Caltrans standards), and City policies to improve safety and mobility for all roadway users.
2. Assist in the preparation of traffic engineering studies including traffic volume counts, speed surveys, collision analyses, and parking studies.
3. Assist in the preparation of plans, specifications, and cost estimates for traffic and roadway improvement projects.
4. Support the design and review of traffic control plans, signing and striping layouts, and temporary traffic management plans for construction or special events.
5. Respond to public inquiries and service requests related to traffic operations, parking, and neighborhood traffic concerns, and prepare correspondence or reports summarizing findings.
6. Review development and building permit applications for traffic and transportation impacts, ensuring compliance with city standards and policies.
7. Perform field inspections to verify existing conditions, assess traffic control device placement, and support data collection for engineering analysis.

8. Coordinate with consultants, contractors, and other public agencies on traffic and transportation-related projects.
9. Maintain and update traffic data inventories such as signal equipment lists, pavement markings, and traffic count databases.
10. Prepare and update traffic signal timing sheets and coordination plans using standard software tools and agency databases.

Minimum Requirements:
Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: a Bachelor's Degree from an accredited college or university in civil engineering and one (1) year of work experience in civil engineering.

License and Certificates:
Possession of valid California Class C Driver's License; registration as an Engineer-in-Training (EIT) license in the State of California is desirable.

EXAMINATION PROCEDURES

Written Test (weighted at 40%): To determine knowledge of public works administrative and engineering skills.
Tentatively scheduled for the week of December 15,2025.

Appraisal Interview (weighted at 60%): To evaluate experience and personal qualifications.
Tentatively scheduled for the week of January 5, 2026 and/or week of January 12, 2026.

ADDITIONAL INFORMATION

The provisions of this job posting do not constitute a contract, express or implied, and any provisions in this posting may be modified or revoked without notice. Continuation in the examination process and subsequent placement on the eligible list of a person convicted of a crime depends upon the nature of the conviction and the conduct of the applicant subsequent to the offense. Convictions will be evaluated on a job-related basis and will not automatically disqualify someone from further consideration.

Equal Opportunity Employer
The City of Culver City is an equal opportunity employer and does not discriminate against employees or applicants on the basis of race, sex, age, disability, veteran status, national origin, religion, political affiliation, or sexual orientation/identification.

Conditions of Employment:

- Background/Reference Check: Upon a conditional job offer, a live scan fingerprinting must be completed with acceptable results. Your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). Having a conviction history does not automatically preclude you from a job with the City. If you are selected as a finalist, you will be contacted to schedule a fingerprinting appointment. Upon hire, the employee is subject to further reporting from the DOJ via subsequent arrest notification.
- Pre-placement medical evaluation including drug screen (select positions).
- E-Verify: Proof of U.S. citizenship, alien residency, or authorization to work in the U.S. will be required at the time of appointment.

The City of Culver City intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, please contact the Human Resources Department three (3) business days prior to the test at (310) 253-5640.

Employer

City of Culver City

Address

9770 Culver Blvd.

Culver City, California, 90232

Phone

Main Line 310-253-5640

Website

http://www.culvercity.org/jobs