

Director of Public Works/ City Engineer

Open Competitive Examination

THE POSITION

The City of San Fernando is seeking an experienced and responsible professional to become the Director of Public Works/ City Engineer. This position reports to the City Manager and is part of the City's executive Team. He/She exercises direct and indirect supervision over 35 employees, and oversees a General Fund Budget of about \$1.1 million, as well as a Special/ Enterprise Fund Budget of about \$16.2 million.

IMPORTANT AND ESSENTIAL DUTIES

Duties may include, but are not limited, to the following:

- Plans, manages, oversees and directs all functions, as well as the day-to-day operation and services of the Public Works Department.
- Manages crews in engineering, construction, water production, treatment, and distribution, street lighting, solid waste collection, sewer, waste water treatment, streets and pavement management, storm drain runoff drainage, facilities, equipment maintenance and procurement.
- Monitors the condition of the City's infrastructure, and oversees public improvement projects, including the design, installation, maintenance, and repair of streets, sidewalks, curbs, buildings, equipment, water utility, sewers, drainage facilities, parking lots, parking meters, street lighting, traffic signals, and other infrastructure.
- Oversees the City's capital projects including cost estimates, plans, designs, contract specifications, and construction documents.
- Plans, directs and develops the Department's work plan; assigns work activities and responsibilities to appropriate department personnel; reviews and evaluates organizational effectiveness and productivity; identifies and resolves problems and/or issues.
- Prepares, manages and coordinates the development of the Public Works budget; prepares forecasts of necessary funds for staffing, materials and supplies; monitors and approves expenditures as necessary.
- Oversees the selection, training and evaluation programs for all Public Works personnel; provides or coordinates in-service training; identifies and resolves staff deficiencies; fulfills disciplinary procedures; and reviews the work of department personnel.

IMPORTANT AND ESSENTIAL DUTIES (continued)

- May serve as Deputy City Manager as assigned, and serve on City team during collective bargaining negotiations with employee groups.

OTHER JOB-RELATED DUTIES

- Establishes positive working relationships with representatives of community organizations, City official and staff, as well as state and local agencies, and the general public.
- Proven track record supervising Public Works activities in a municipal setting.
- Team player with excellent leadership and strong management skills.
- Self-starter, motivated and well respected.
- Innovative and can find creative solutions.
- Able to maintain open communication with staff and City officials, and work cooperatively toward achieving the goals for the City.
- Spanish-speaking skills desirable.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Theories, principles, practices and techniques of civil engineering, including the planning, design, construction, contract management and inspection of municipal public works.
- Theories, principles, practices and techniques of street maintenance, pavement management, equipment maintenance, storm drainage system maintenance, solid waste operations, water system maintenance, facilities maintenance, traffic signals, capital projects and public utilities.
- Methods and techniques of traffic and transportation engineering.
- Information technology and computer capabilities applicable to assigned engineering functions, including geographical information systems (GIS) at an advanced user level.
- Federal, State and local laws, including Subdivision Map Act and California Environmental Quality Act, policies and directives applicable to areas of responsibility.
- Principles, practices and methods of financing and budget development and implementation.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Knowledge of:

- Principles and practices of effective management and supervision with an organization-wide perspective.

Ability to:

- Plan, direct, manage, coordinate and integrate the work of a department providing engineering, traffic engineering, land development, capital projects, maintenance, and water treatment and distribution.
- Communicate tactfully, respect fully and effectively with the public, both orally and in writing, in a manner consistent with the department's customer service policies.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- Understand, interpret, explain and apply applicable laws, codes and ordinances.
- Operate a computer and standard business software and a variety of computer software programs and databases related to area of assignment.
- Establish and maintain effective working relationships with all those encountered in the course of work.

QUALIFICATIONS

A typical way of obtaining the knowledge, skills and abilities outlined above is any equivalent combination of the following training and experience:

Experience: Ten years of public works experience that includes water operations and at least two years at the level of the Principal Civil Engineer class, including five years of management-level experience, are required.

Training: Graduation from an accredited four-year college or university with a major in Civil Engineering or a closely related field is required. A Master's Degree in Business Administration or Public Administration is preferred.

Special Requirements: Must stay current in field and acquire all necessary training that new technological changes may present. Must be registered as a Professional Civil Engineer in California. Registration as a Land Surveyor is desirable. Must possess a valid CA Class C Driver's License.

COMPENSATION AND BENEFITS

Compensation and benefit package for this position includes:

- **Salary Range:** \$118,572 - \$144,108 per year (DOQ).
- **Retirement:** PERS 2% @ 55 for classic members; 2% at 62 for PEPRAs members; both are integrated with Social Security. City pays full portion of employee's share of PERS for classic members only.
- **Insurance:** Full Flex Cafeteria Plan; employee receives a monthly flex dollar allowance (\$820 Single; \$1,420 Two Party; and \$1,912 Family) to apply toward Medical, Dental, and Vision benefits offered through the City's insurance plans for employee and eligible dependents. Long-term disability and life insurance are also provided and fully paid for the employee.
- **Bilingual Bonus:** \$100 per month for eligible employees.
- **Car Allowance:** \$300 per month.
- **Management Leave:** 120 hours of Management Leave per year. Unused leave is cashed out at the end of the year.
- **Annual Leave:** Starts at 20 days per year for below five years of service and increases up to 30 days for 10 or more years of service.
- **Holidays:** 12 paid holidays per year.
- **Longevity:** 3% above base salary upon completion of 10 years of continuous service.
- **9/80 Work Schedule:** Available.
- **Deferred Compensation:** ICMA-RC 457, ROTH/IRA, and Retiree Health Savings programs are available.

APPLICATION PROCESS

All interested applicants must complete a City application. The Personnel Division must be in receipt of the completed application prior to the announced filing deadline. Resumes in lieu of applications, incomplete applications and late applications will not be considered. In compliance with the Immigration Reform & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation. All employment offers are conditional based upon the successful completion of a medical examination and drug screen performed by the City's designated physician, at City expense. You may complete and/or download an application online at www.sfcity.org or in person at the specified address below. Completed application must be received in the Personnel Division on or before **Monday, October 30, 2017, at 5 pm** (postmarks will not be honored).

Please forward all correspondence to:

City of San Fernando - Personnel Division
117 Macneil Street, San Fernando, CA 91340
(818) 898-1239

ABOUT THE CITY

Only 23 miles north of downtown Los Angeles, the City of San Fernando is nestled at the foothills of the San Gabriel Mountains in the San Fernando Valley. Incorporated in 1911, San Fernando has a population of approximately 25,000, and is a diverse, family-oriented community of about 2.4 square miles.

San Fernando is surrounded by the City of Los Angeles, but offers a small town atmosphere, and a well-planned blend of residential, commercial and industrial development. Once a land of farms and ranches adjoining the Mission de San Fernando Rey, the City is now a vibrant center of manufacturing and commerce. The community enjoys a sweeping view of the San Gabriel foothills and maintains access to Los Angeles and other commercial centers, thanks to a network of freeways and nearby airports.

Public educational opportunities in San Fernando include four elementary schools, a middle school, two high schools, and two adult schools. The City also houses two charter schools and a private junior/senior high school. Los Angeles Mission College, Los Angeles Valley College, California State University at Northridge are close by for higher education. The City combines modern metropolitan conveniences with a close-knit community of friendly, civic-minded residents.

The City of San Fernando is a full-service General Law City with in-house Police, Public Works, Finance, Community Development, Recreation and Community Services, City Clerk and Administration departments. The City contracts for fire services with the City of Los Angeles. The City is governed by a five-member City Council who serves four-year terms, with a Mayor appointed every year, on a rotating basis, by a majority vote of the City Council.

San Fernando's Fiscal Year 2017-2018 General Fund Budget exceeds \$19 million, with an all-funds total of approximately \$42 million. The City employs 100 full-time and 55 part-time staff members.

The City of San Fernando does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or other legally protected status in employment or the provision of services.

The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice.



INVITES APPLICATIONS FOR

Director of Public Works/ City Engineer

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SALARY

\$118,572 - \$144,108 Per Year

FILING DEADLINE:

**Monday
October 30, 2017
@ 5 pm**