



THE CITY OF

SAN FERNANDO

INVITES YOUR INTEREST IN THE POSITION OF

DIRECTOR OF PUBLIC WORKS

APPLICATION DEADLINE IS FRIDAY, JUNE 28, 2019, AT 5 PM



THE COMMUNITY

The City of San Fernando is located in the northeast section of the San Fernando Valley at the southern foot of the San Gabriel Mountains, approximately 23 miles North of Downtown Los Angeles. This compact community of 2.4 square miles and 25,000 residents is completely surrounded by the City of Los Angeles, including the nearby communities of Sylmar, Mission Hills and Pacoima.

As you enter the City of San Fernando along picturesque, palm-lined Brand Boulevard, you discover a community rich in California history dating back almost two centuries. Named in honor of a Spanish Saint/King, San Fernando was settled long before the rest of Los Angeles' Northeast Valley. In 1874, San Fernando became the valley's first organized community, thus earning the title "First City of the Valley." The City grew out of the ranching activities surrounding Mission de San Fernando Rey, whose graceful porticoes still stand today.

San Fernando enjoys a sweeping view of the panoramic San Gabriel foothills and a sense of privacy; yet it is only minutes away from Downtown Los Angeles and other centers of commercial activity, thanks to a network of freeways, with easy access to Interstate 5 Freeway (I-5), State Route 118 (SR-118), and Interstate 210 Freeway (I-210), and nearby Burbank and Whiteman airports. The City combines modern metropolitan conveniences with a close-knit community of friendly, civic-minded residents.



THE ORGANIZATION

The City of San Fernando was incorporated in 1911 and is currently organized according to the City Council/City Manager form of government with seven full service departments, including Administration, City Clerk, Finance, Community Development, Police, Public Works, and Recreation and Community Services. Fire and emergency medical services are provided through a contract with the City of Los Angeles. The City employs approximately 125 full-time equivalent employees from a total Adopted Budget for fiscal year 2018-2019 of \$42.4 million, which includes a General Fund budget of \$19.3 million.

The City is governed by a five-member City Council who serve overlapping four-year terms, with a Mayor appointed every year, on a rotating basis, by a majority vote of the City Council.



THE PUBLIC WORKS DEPARTMENT

The Public Works Department provides engineering services and capital improvement planning to ensure high quality public infrastructure and is responsible for maintaining the City's infrastructure (i.e., facilities, streets, water pipelines, sewer system); providing safe and reliable water delivery; improving the flow of traffic; maintaining parkway streets and landscape; cleaning of City streets; overseeing transportation programs; managing the City's sanitary sewer system; and coordinating refuse and recycling programs.

The Public Works Department is a full service department with staff providing the following services: maintenance of the City's fleet, equipment, parks, facilities, street lighting, streets, trees, and sidewalks; preventing water pollution design and inspection of street, highway, and bike path construction; surveying and mapping operations; storm water and sewer system management; review of land use; solid waste management (contractor); production, procurement, and conservation of safe potable water.

Excluding the Director, the Public Works Department has a dedicated staff of 35 full-time, highly experienced and knowledgeable employees. The Department operates a state-of-the-art Nitrate System, CNG Facility, and is a member of the Metropolitan Water District.

OPPORTUNITIES

The City's next Director of Public Works will have the opportunity to oversee and complete a number of exciting Capital projects, including construction of a new \$1 Million+ gallon water reservoir, reconstruction of Glenoaks Blvd., future Metro Light Rail Station in San Fernando, and a Park Infiltration Project.

The next Director will also have the opportunity to recruit and hire a Water Superintendent and a Streets/Sewer Superintendent.

THE POSITION

The Director of Public Works serves as the expert infrastructure advisor to the City Manager and is a key member of the Executive Management Team. Essential job duties include:

- Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment that supports achieving the Department's and the City's mission, objectives and values.
- Directs and leads the formulation and implementation of departmental policy, planning and strategic development; leads and directs staff and outside consulting resources in the development and application of new methods and processes to achieve higher efficiency, quality and innovation in department work processes.
- Plans and administers all aspects of the following: Public Works capital improvement projects; streets and sanitation, including construction and maintenance of streets, sidewalks, storm drains and lateral sewer lines; facilities maintenance for City buildings and grounds; parks, trees and landscape maintenance; installation and repair of electrical facilities such as street lighting, fire alarms, water equipment and communications systems; equipment maintenance for police vehicles, construction equipment, fleet vehicles and other motorized equipment; the planning, design, installation and maintenance of traffic signs, signals and markings, as well as water treatment and distribution.
- Functions as contract administrator and project manager for engineering and construction projects; directs and oversees the selection and management of consulting engineers, contracted design and support functions, environmental compliance processes, permitting, and construction and project management.
- Works closely with the City Manager, City Council, and other City departments, other public and private organizations and agencies, and citizen groups in developing an integrated approach to solving problems, and in formulating programs and projects for implementation; represents the City in interactions and cooperative agreements with citizens, other local governmental agencies and regional entities regarding capital improvement projects and other community issues involving multiple departments.
- Prepares City Council agenda reports/resolutions and makes presentations to the City Council; responds to data requests and audits by state, federal and other agencies.

IF DESIGNATED AS CITY ENGINEER, THE FOLLOWING DUTIES AND RESPONSIBILITIES MAY BE PERFORMED:

- Directs the development of engineering designs, environmental documents, plans specifications and cost/budget estimates, and reviews project packages to ensure projects are safe, functional, constructible and cost effective, and are in compliance with regulatory requirements.
- Oversees permit administration and inspection of all activities within the public right-of-way; manages development of complex engineering design and construction packages based on technical and economic feasibility of projects.
- Directs and approves Public Works conditions for conditional use permits, variances, parcel and tract maps and master plans.
- Manages, reviews and/or approves reports and records produced and provided by the Engineering Division to ensure accuracy and that projects are progressing as planned and on budget; works with staff, field personnel and others to resolve engineering and construction problems/conflicts to complete the capital improvement plan effectively while making optimal use of City resources.

IDEAL CANDIDATE

The ideal candidate for this position will possess the following characteristics:

- Proven track record in municipal project management.
- Excellent management and customer service skills.
- Honest and ethical, and demonstrates the highest standards of professional conduct.
- Strong interpersonal skills and able to effectively guide, inspire and motivate Public Works Department staff.
- Strong analytical and presentation skills.
- Able to maintain open communication with staff and City officials and work cooperatively toward achieving the goals of the City.

QUALIFICATIONS

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited four-year college or university with a major in civil engineering or a closely related field, and five years of public works experience with three years of management-level experience. A master's degree in business administration or public administration is preferred.

CALIFORNIA STATE LICENSING BOARD CERTIFICATES:

- A valid Certificate of Registration as a Professional Civil Engineer is highly desirable (10% certification pay may be available upon verification).
- A valid Certificate as a Land Surveyor is desirable.



THE COMPENSATION

Salary is dependent upon qualifications with a current annual salary range of \$120,948 - \$146,988 (successful candidate is eligible for an additional 10% if they hold a PE and are qualified to also serve as City Engineer), with a 9/80 work week, plus generous benefits including:

RETIREMENT: Public Employees' Retirement System (PERS), 2% at 55 for Classic members; 2% @ 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: As part of a full flex Cafeteria Plan, employee receives a monthly flex dollar allowance (\$870.35 Single; \$1,506.89 Two Party; and \$2,028.07 Family) to apply toward Medical, Dental and Vision benefits offered through the City's insurance plans for employee and eligible dependents. The City pays for long Term Disability Insurance, and \$50,000 term/AD&D Life Insurance Policy for employee. Additional voluntary purchase (at group rate) of up to \$100,000 for each child, with no medical questions asked.

ANNUAL LEAVE: 20 to 30 days per year (depending on length of service). Maximum accumulation of 50 days (400 hours). At the time of separation, any unused annual leave will be paid.

MANAGEMENT LEAVE: 15 days per year pro rated the first year depending on the date of hire. Any unused leave will be cashed out in December of each year. At the time of separation, any unused Management Leave will be paid.

HOLIDAYS: 12 paid days per year.

LONGEVITY: 3% above base monthly salary upon completion of 10 years of continuous service. Additional 1% on completion of 20 years, and additional 1% on completion of 30 years of service.

BILINGUAL BONUS: \$100 per month for employees who qualify. Bonus is paid from the day the employee achieves a passing score on their bilingual exam.

DEFERRED COMPENSATION: ICMA-RC 457, ROTH/IRA Programs available. Enrollment is voluntary.

AUTOMOBILE ALLOWANCE: \$300 per month.

TUITION REIMBURSEMENT: City shall reimburse tuition for approved courses up to a maximum of \$3,000 per fiscal year. Employee shall first verify that sufficient fund allocation is available for this item.

WORK SCHEDULE: 9/80 or 8/5 schedule is available with extended hours as required.

TO APPLY

If you are interested in this outstanding opportunity, please submit a cover letter, employment application and resume. Visit our website for an application.

WWW.SFCITY.ORG

FILING DEADLINE: FRIDAY, JUNE 28, 2019, AT 5 PM

Requested materials should be submitted to:

**CITY OF SAN FERNANDO
PERSONNEL DIVISION
117 MACNEIL STREET
SAN FERNANDO, CA 91340**

Questions may be directed to:

**Michael Okafor, Personnel Manager
(818) 898-1239
Personnel@SFCITY.ORG**

Following the closing date, materials will be screened according to qualifications. The most qualified candidates will be invited to in-person interviews with the City. Finalist interviews will be held with City Department Heads and the City Manager. Candidates will be advised of the status of the recruitment following final candidate selection.

The City will make reasonable accommodations in the interview process for disabled applicants. Applicants with special needs must contact the Personnel Division prior to the filing deadline. 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.

The City of San Fernando does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, and handicapped status in employment or the provision of services. The provisions in this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice.

