



San Gabriel
CITY WITH A MISSION



Invites you to apply for

**Director of
Public Works/City
Engineer**



Imagine...

...the opportunity to work in one of the most historic and beloved settings in Southern California, home to the fourth of the 21 California missions, at a time when tremendous growth and diversity combine to make San Gabriel one of Southern California's prime destinations.

The Community

San Gabriel, 10 miles northeast of Los Angeles, is the birthplace of the region, founded by Father Junipero Serra in 1771. Visitors to the historic Mission District enjoy outstanding entertainment, vibrant food culture, and the charm of early California. San Gabriel is a place of unique homes and diverse neighborhoods offering substantial commercial land, solid connections to regional transportation, and outstanding public education. San Gabriel is a great place to live, work, and visit.

The Organization

San Gabriel has a long history of political, fiscal and organizational stability. The City operates under Council/Manager form of government. The Council is elected at large to four-year overlapping terms, with the Mayor appointed by majority vote of the City Council. Mark Lazzaretto serves as the City Manager. The estimated budget for the City is \$56 million, funding approximately 194 full-time employees. The City is known for having a very positive organizational culture.

The Department

On August 31, 2016, the Public Works Department moved into their beautiful, new, state of the art facility. The \$11.2 million, 23,000 square foot facility marked the City's first major investment in a new public building since the 1990s and the first all new facility since 1962. It was a big step forward in modernizing the department, and has increased productivity and efficiency, as well as enhanced the department's ability to take care of 80 miles of paved public streets, 12 miles of storm drains, 500 catch basins, 72 miles of sewers, 1,300 manholes, 37 signalized intersections, more than 50 miles of sidewalks, more than 100 city vehicles, 17 bridges, 6 city parks, 3 joint parks and 8 city facilities. The Public Works Department staff has grown in the last 20 years from 20 to 32 full-time employees, and the budget has grown (both operational and capital improvement) from \$8.1 million to an estimated \$14 million. The number one goal of the City's strategic plan is to "Build and Improve the City's Infrastructure."

The Position

The City is seeking a Public Works Director/City Engineer with a high level of creativity and responsiveness, with a focus on providing first-rate customer care in a City organization that "works at the speed of business." The selected candidate will be well versed in public works administration and principles, and be an integral partner in the City's commitment to enhancing our development services process, working with developers on advancing projects, and making San Gabriel a "Best Place to do Business." The ideal candidate will be someone who is a strong and committed leader; able to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of programs; ability to lead, mentor, and train others; the ability

to be analytical, and approach situations with a positive and solution-oriented attitude; and have excellent organizational, communication, and presentation skills. The Public Works Director/City Engineer must have the knowledge and experience to execute the following:

- Extensive knowledge of the principles and practices of civil engineering design and construction including relevant federal, state, and local legislation relating to engineering and the environment; principles and techniques for reviewing designs, plans, specifications, estimates, reports, and recommendations related to public works projects.
- Oversee capital improvement projects; direct the preparation of plans, specifications, cost estimates, and contract documents; visit construction sites to ensure conformance to plans; review and approve payments for contract services; and work with other City departments and divisions to identify and prioritize needs related to engineering projects.
- Set requirements for a wide variety of construction and maintenance projects including easements, legal descriptions, plan checks, construction inspections, and materials testing; and direct traffic engineering and transportation planning activities and studies.
- Develop and administer the department budget; monitor and approve expenditures; make adjustments to the budget as necessary; prepare department agenda items; and write and present staff reports to the City Council.

Lastly, the successful candidate will be a team player with strong people skills, and be able to establish and maintain an effective working relationship with other departments, elected officials, the public and outside agencies.

Education, Experience and License

Any equivalent combination of experience and education that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor's degree in civil engineering or a closely related field.
- Master's degree in civil engineering, public administration, or a closely related field is desirable.
- Seven years of increasingly responsible experience in the area of civil engineering design, surveying, inspection, utilities, transportation, traffic, or engineering plan checking, with at least three years of experience in a supervisory or lead capacity.
- Local government experience is desirable.

Licenses and Certifications:

- Possession of or ability to obtain within the first six months of employment a Civil Engineer Professional Engineer (P.E.) license issued by the State of California is required.
- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record is required.

Compensation

Current monthly base salary range for the Director of Public Works/City Engineer is \$11,994-\$14,578. The City also offers an outstanding benefit package including:

- **Participation in the CalPERS Retirement System:** 2% @ 60 for "classic" CalPERS members and 2% @ 62 for new CalPERS members; participating San Gabriel employees will remain in their existing tier.
- **City contribution (up to \$1,568 per month) towards medical, dental, and vision insurance premiums:** a choice of multiple PPO and HMO medical plans (the City contracts with CalPERS for health insurance), two dental plans, and vision plan.

- **Other Benefits:**

- City vehicle or vehicle allowance of \$225/biweekly
- City-paid long term disability and life insurance (2x annual salary)
- City-paid Employee Assistance Program (EAP) and Travel Assistance Program for employee and eligible household members
- Payment of retiree (and family) health insurance per established vesting schedule
- Payment of membership fees in relevant professional organizations
- Optional enrollment in Deferred Compensation (457) Programs
- Optional enrollment in Supplemental Insurance Programs

- **Leaves:**

- 60 hours of administrative leave per year
- 96 hours of sick leave per calendar year
- 80 hours of vacation per year
- 104 hours of holidays per year

- **Cash Outs:**

- Sick Leave Buy Back Program allows the option to cash out up to 50% of unused sick leave accrued in the established 12-month period.
- Vacation Buy Back Program allows the option to cash out up to 40 hours of unused vacation per year.
- Holiday Buy Back Program allows the option to cash out up to 8 hours of unused holiday per year.

We Welcome Your Application

Candidates must submit a completed City of San Gabriel application, résumé, and cover letter directed to City Manager Mark Lazzaretto, online at jobs.sangabrielcity.com. **All application materials must be submitted online by 5:00 p.m. on Thursday, September 6, 2018.** *Faxed, emailed, or hard copies of application materials are not accepted.* Any inquiries should be made directly to the Human Resources Department.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five (5) days prior to the examination date.

All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 聖蓋博市是平等機會的僱主

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.

La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

HUMAN RESOURCES DEPARTMENT

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