

CITY OF SAN PABLO

All-America City



ANNOUNCING AN EXCITING EMPLOYMENT OPPORTUNITY

SENIOR CIVIL ENGINEER

The City of San Pablo is an equal opportunity employer encouraging workforce diversity.



CITY OF SAN PABLO

City of New Directions

DEADLINE TO APPLY

April 7, 2017

Recruiting Services
provided by
Koff & Associates

The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.

The Opportunity

Reporting to the City Engineer, the Senior Civil Engineer position is responsible for oversight of complicated engineering activities of major municipal public work projects and design and performance of professional engineering work. The incumbent will assist in policy development, administrative planning, consultant contract administration, and problem resolution; performs related work as assigned.



The City of San Pablo

The City of San Pablo is located in the northwestern portion of Contra Costa County and consists of 2.6 square miles. San Pablo's sphere of influence extends an additional 229 acres outside the city limits to include the Rollingwood and Hillside residential areas. San Pablo is bordered by the City of Richmond to the north, west, and south and to the east by the unincorporated community of El Sobrante in Contra Costa County. Interstate 80 separates east and west San Pablo, and is a throughway to the City of Vallejo, Sacramento to the north and east, and with Richmond, Berkeley, Oakland and San Francisco to the south and west.

Historically, for thousands of years, Ohlone (also known as Costanoan) Indians resided in the Bay Area, living in villages along the East Bay of San Francisco. It then became a Spanish settlement, one of the oldest in the region. World War II changed the town of San Pablo forever. In just a few years, the population boomed from 2,000 to 25,000 people, due to the jobs at the Richmond Shipyard. People came from all over the United States to get jobs as welders. The war had changed San Pablo into a suburban city. The community settled down to raise families. In the 1950s public works projects paved the streets, added sidewalks and installed streetlights. Playgrounds were opened, a hospital was built, Contra Costa College opened, and shopping centers replaced wartime housing. The last dairy ranchers sold out to giant

corporations, and the last farmers divided and sold their land for housing tracts.

Today, San Pablo is a thriving residential and business community with a population of about 30,000. San Pablo's diverse community, affordability, and access to the entire Bay Area region are advantages that are found in this "City of New Directions." The City has a stable and strong financial base, an effective City Manager, and a Board that is committed to economic development and investment in infrastructure.

San Pablo is an innovative city with many community programs. The City has nine facilities available to the community, including a commercial kitchen, and five city-maintained parks with soccer and baseball fields, and a senior center. The City is in the development stages of a bicycle and pedestrian master plan to create an enjoyable place for walking and bicycling in San Pablo. The City is dedicated to protecting the environment through clean water, energy conservation, climate action and waste recycling programs. San Pablo conserves natural resources by providing programs and resources to reduce waste, recycle products that can be made into new products, and safely dispose of hazardous waste. The City also has a food scrap composting program for residents.



The Public Works Department

The Public Works Department provides overall administration and support of the Street and Highway Codes for the City of San Pablo. Engineering staff is responsible for providing assistance and guidance to the general public and developers.

The Department issues and monitors permits, maintains traffic counts and speed studies on major arterial and collector streets throughout the city, and oversees the proper operation of the city-wide traffic signal system. It also plans and administers municipal capital improvements, storm water pollution control,

solid waste, climate action, and pavement management programs within the City.

It's an exciting time to be part of Public Works in San Pablo. With the potential for a new BART line, the San Pablo Bus Rapid Transit project, and the plans to revitalize the Civic Center and build a new City Hall, the Senior Civil Engineer will have the potential to make recommendations, influence the capital plan and affect the vision for the future of the City. Of course, there is also the ever-present challenge of having a fault line running through the City and the variety of projects that come from the City's terrain and dense population.



The Ideal Candidate Will:

- ❖ Possess deep knowledge of the principles and practices of civil engineering; materials, methods, and techniques in the supervision, design, and construction of civil engineering projects.
- ❖ Understand and apply advanced geotechnical concepts.
- ❖ Clearly conceptualize and translate ideas into programs.
- ❖ Be willing to 'roll up your sleeves,' jump in, and do the hard work.
- ❖ Analyze complex technical and administrative engineering problems, evaluate alternative solutions and recommend or adopt effective courses of action.
- ❖ Possess knowledge of effective contract administration methods and procedures and effective methods of estimating the cost of construction work.
- ❖ Effectively delegate and manage department work flow.
- ❖ Interpret, apply, explain and ensure compliance with engineering standards and legal guidelines for public works engineering activities.
- ❖ Possess experience in the design, renovation and upgrade of streets, storm drains, parks, signals, buildings and other improvements.
- ❖ Function as mentor and coach to a skilled and motivated engineering staff.
- ❖ Seek to understand and recognize the individual strengths and contributions of each staff member.
- ❖ Possess knowledge of funding sources as well as the grant proposal process from application to reimbursement and timely expenditure of funds.
- ❖ Exhibit excellent judgment to evaluate and understand situations and make timely and effective decisions.
- ❖ Exercise effective, clear, and honest communication, both written and oral; actively and consistently seeking to understand the goals and interests of all stakeholders. Effectively apply listening skills when responding to and informing individuals and groups of people, including City residents and businesses, coworkers, elected officials, and consultants.
- ❖ Develop relationships with stakeholders, strive for consensus but know how to keep the process moving forward even when having to assert the City's preferences and requirements.
- ❖ Exercise a high degree of self-direction, professionalism and independent judgment in carrying out projects and daily activities.
- ❖ Handle pressure and deadlines; work on several projects or processes at the same time.
- ❖ Effectively utilize a computer with engineering applications and word processing software.
- ❖ Stay up to date on federal, state and local legislative and regulatory developments, current literature, and sources of information regarding civil engineering.
- ❖ Follow up and meet commitments.

Key Responsibilities

- Develop and implement goals, objectives, policies, procedures, and priorities for an assigned project
- Plan, coordinate, and supervise responsible engineering work in connection with municipal public works projects; manage the design of engineering plans and specifications for the construction of streets, storm drains, parks, signals, buildings and other improvements.
- Determine priorities and work sequences necessary to achieve objectives and assign personnel in accordance with priority and need.
- Assist in preparing the operating budget; confer with and advise staff on administrative policies and procedures, technical problems, priorities, and methods.
- Provide engineering assistance to developers, contractors, consultants, other agencies, and the general public to resolve complaints and problems and insure successful project completion.
- Prepare general correspondence, technical and statistical reports, and City Council agenda items.
- Represent the City at public meetings.
- Make presentation before staff, governing bodies, and to community groups.
- Develop scope of work for consultant proposals and act as project liaison for consultants; manage consultant contracts.
- Prepare or direct the preparation of grant applications, environmental assessments, legal descriptions, engineering reports and recommendations.
- Prepare recommendations regarding engineering policies, procedures and standards pertaining to assigned areas of activities.

Experience & Qualifications

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:

- Five years of increasingly responsible professional civil engineering experience including some responsibility for directing the work of engineers and support personnel. Experience interacting with CalTrans and/or WCCTAC preferred.
- Education equivalent to a Bachelor's Degree from an accredited college or university with major

course work in civil engineering or a related field.

- Registration as a Civil Engineer issued by the California State Board of Registration for professional Engineers.
- Possession of a valid California Driver's license.

Compensation & Benefits

The monthly salary range is \$8,451-\$10,272, depending on qualifications and experience.

The City of San Pablo offers a great benefits package:

- Retirement – Public Employees' Retirement System (PERS) 2.5% @ 55 for "classic" members (employee pays 10.3% of salary); 2.0% @ 62 for new PERS members (employee pays 6.25%)
- Medical Plan: Choice of P.E.R.S Health Plan providers; employee pays a portion of the monthly premium
- Dental Plan: Delta Dental Plan of California with orthodontia coverage for children
- Dual Medical Coverage: Employees who have medical coverage through another source (e.g. spouse) have the option to receive taxable cash in-lieu (\$350 1-party, \$500 2-party/family) or to contribute the amount towards an existing Deferred Compensation Plan
- Section 125 Plan Benefits: \$450 employer contribution per year (prorated based on hire date)
- Schedule: (Monday-Thursday) Every Friday off
- Vacation: 75 hours in the first year; up to 225 after 25 years
- Sick Leave: 7.5 hours per month
- Life Insurance: \$60,000 City-paid policy
- Holidays: 13 days per year
- Floating Holiday: Initially prorated based on the hire date (1 floating holiday per year)
- Employee Assistance Program: Generous number of counseling sessions per year; available to employee and eligible family members
- Educational Incentive Program: up to \$5,250 per calendar year
- Administrative Leave: 83.30 hours per year

Important Application Information

To apply for this opportunity, please visit Koff & Associates' website at www.koffassociates.com. **The deadline to apply is April 7, 2017.**