



# Public Works Operations Manager



## THE COMMUNITY

The City of Carson was incorporated in 1968 and is the youngest municipality in the South Bay region of Metropolitan Los Angeles. The City spans approximately 20 square miles and has City-owned open space ripe with opportunity for growth and new development. With a population of approximately 100,000, Carson has grown from an agricultural and industrial area to a bustling, vibrant, diverse city. With close proximity to major free-ways, Long Beach and Los Angeles airports, the Port of Long Beach, and major universities including Cal State Dominguez Hills, the community is regionally significant. Carson is a leading destination for locals and travelers alike with attractions like the Good-year Blimp, the Dignity Health Sports Park that features exciting sporting events, the new Porsche Driving Experience Center with its own museum and Four-Star restaurant. The Rancho Dominguez Ado-be features historical re-enactments for history buffs. The City of Carson is business friendly with the motto of "Future Unlimited". The community looks forward to other projects that will move Carson to become a first class, 21st century community - a destination where residents can live, work, and play.

## THE OPPORTUNITY

The City of Carson is offering an excellent opportunity for an experienced, self-motivated public works professional from the private or public sector to use their talents in partnership to create a lasting impact on a community rapidly transforming itself into a premier 21st century city. Ideal candidates will be capable of thriving in a fast-paced organization and have the ability to build trust and confidence within the Public Works Department while also developing ways to operate more efficiently and effectively.



This is a chance for a capable public works or construction project manager or senior civil engineer to promote into a leadership role, or for a consultant or private sector professional to transition into the public sector.

## THE POSITION

Under direction of the Director of Public Works, the Operations Manager performs project management duties for the Public Works Department's Engineering, Operations and Maintenance Divisions including Engineering, Facilities, Landscape Maintenance, Right of Way, and Fleet Maintenance. Key skills and tasks include understanding the principles, practices, rules and regulations of engineering, construction and maintenance activities; maintaining records and ensuring regulatory compliance and applicable safety standards and procedures; and supervising and evaluating the performance of assigned staff. This position assists in managing the City's Capital Improvement Program's schedules and budgets and the related professional services; participates in the development of the Department's annual budget; and performs related duties as assigned.

### Essential Duties

- Management of capital improvement program schedules, budgets, and scope of work
- Engineering and Design oversight, as required
- Contracting
- Budgeting and Strategic Planning
- Managing the departments safety plan and program
- Oversight of operations, maintenance, and facility budgeting, schedules, and scope of work
- Management of storm water and sustainability activities city and department wide

## THE IDEAL CANDIDATE

The ideal candidate will be an experienced engineer and project manager, well versed in modern principles and practices of engineering and program and project management, with effective verbal and written communication who possess broad experience in public works. The successful candidate will have effective interpersonal skills to interact with staff professionally and positively, a proven work history of growth, the ability to effectively implement projects, and possess a passion for public service and who would like to make a true difference in a community by actively transforming and optimizing processes and seeking creative solutions to overcome challenges. This position is ideal opportunities for individuals that are seeking creative solutions to overcome challenges.

### Key skills and characteristics

- ▶ Demonstrated skills and experience with planning, design, and project management, and implementation of large and smaller community public works projects
- ▶ Ability to develop engineering schedules, prepare budgets and cost estimates, manage, and monitor contracts. A skill set on Primavera or similar project management software is ideal
- ▶ A skill set to train, mentor, and evaluate personnel
- ▶ Able to provide expertise in municipal engineering, particularly related to capital improvement projects and municipal operation activities
- ▶ Approachable. Seeks open communication, collaboration, and a desire to work in a team-oriented environment
- ▶ Flexible. Able to meet clear goals and expectations, while remaining agile with the ability to adapt to changing priorities



- ▶ A 'roll up their sleeves' type of person who understands the importance and value of providing high performance and excellent services to a community

## QUALIFICATIONS

- ▶ Graduation from an accredited four-year college or university with a bachelor's degree in civil engineering, construction management, project management, architectural engineering, geotechnical engineering, or a related engineering field
- ▶ Ten (10) years of progressively responsible experience in engineering, construction, and project management
- ▶ Five (5) years in management or supervision, or an equivalent combination of education, training, and experience
- ▶ Experience in civil design/construction, street construction and traffic signalization is particularly relevant
- ▶ Applicants must possess a valid Professional Engineering license (PE) in the State of California.
- ▶ A Certified Construction Manager certification from the Construction Management Association of America (CMAA) or a Project management Professional (PMP) certification is highly desirable

## SALARY AND BENEFITS

**The salary range for the Public Works Operations Manager position is \$129,132 - \$164,808 DOE.**

**The City of Carson pays a competitive benefits package which includes the following:**

- ▶ **Retirement:** CalPERS Classic Members 2% at 55; New members hired after January 1, 2013, 2% at 62. Employees pay the full Employee Member Contribution on a pre-tax basis (1959 Survivors Program – Level 4)
- ▶ **Medical Insurance:** The City contracts with CalPERS for medical benefits, which offers employees a choice of various HMO's and PPO's. The monthly medical allowance is \$1,594, paid by the City toward the premium for employee and eligible dependents – a cafeteria cap of \$155 per month will be placed on any remaining premium monies.
  - ◇ Employee only contribution is \$100 per month
  - ◇ Employee + one dependent contribution is \$150 per month
  - ◇ Family plan contribution is \$200 per month
  - ◇ Employees may elect to discontinue or not enroll in the health insurance program upon proof of equal coverage. These employees shall receive 75% of lowest 2-party premium to be deposited into the employee's City-sponsored deferred compensation account
- ▶ **Dental Insurance:** A City paid dental plan is available
  - ◇ Employees may elect to discontinue or not enroll in the dental insurance program. These employees shall receive 65% of the premium to be deposited into the employee's City-sponsored deferred compensation account
- ▶ **Vision Insurance:** Employees may purchase vision care through payroll deduction from wages and/or with any remaining cafeteria money
- ▶ **Life Insurance:** \$100,000 Basic Group Term Life Insurance premium paid by the City
- ▶ **Vacation/Leave:** Monthly accruals as follows
  - ◇ 10 hours for years 1-5
  - ◇ 11.33 hours for years 6-10
  - ◇ 13.33 hours for years 11 plus
  - ◇ 500 maximum accrual hours
  - ◇ 100% paid at separation

▶ **Sick Leave**

- ◇ 10 hours accrued per month
- ◇ ½ of value of sick leave balance paid at 2 to 1
- ◇ 750 maximum accrual hours

▶ **Holiday Leave:** 13 paid holidays per calendar year

▶ **Administrative Leave:** Exempt employees accrue 10 hours per month with a maximum accrual of 160 hours

▶ Optional Group Term Life Insurance, Dependent Life Insurance, Long Term Care, and Deferred Compensation  
Optional Plans are available

## APPLICATION AND SELECTION PROCESS

**The final filing date is Friday, January 14, 2022.**

To be considered, please submit a resume, cover letter, and five work related references (who will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/public-works-operations-manager/>

Resumes should reflect titles, years, and months of positions held.

For additional information, please contact:



**Koff & Associates**  
A Gallagher Company

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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Koff & Associates will report the results to the City. The City will then select candidates to participate in City interviews. Extensive reference and background checks will be completed on the selected candidate.