



Koff & Associates  
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**PITTSBURG**

# Assistant City Engineer



**WE ARE PITTSBURG**

## THE CITY

With a population of around 70,000, located on the southern shore of Suisun Bay in the East Bay region of the San Francisco Bay Area in eastern Contra Costa County, the City of Pittsburg began as a 10,000-acre land grant from the government of Mexico in 1839. The prime industrial base of the city came in 1911 with the opening of the first steel mill, which resulted in the final name change of the city to "Pittsburg" (after the hub of the steel industry on the east coast: Pittsburgh, Pennsylvania). Pittsburg experienced rapid population growth during the 1970s and 1980s, evolving into a bedroom community for employment centers in west and central Contra Costa County. Population in the city's sphere of influence grew 43 percent between 1985 and 1995, about 70 percent faster than Contra Costa County's already rapid growth rate. In the last five years, as development has extended to City limits, the pace of Pittsburg's growth has slowed, even as other east and central county cities such as Brentwood, Antioch, and Clayton continue their dramatic growth. Many other changes have also occurred in the last decade. Extension of Bay Area Rapid Transit (BART) service to Bay Point has given Pittsburg a new transportation option. Redevelopment of the City's Downtown has provided residents with a more vital historic activity center and increased waterfront access. Pittsburg is located just a short BART ride from San Francisco and is strategically located near several prestigious higher education institutions, such as UC Berkeley and UC Davis, and is the home of Los Medanos College, the sixth ranked community college in the nation. Pittsburg offers deep water channel access, two BART Stations, and an active community expected to grow by nearly 20,000 over the next two decades. The Pittsburg real estate market is diverse. Housing prices are still among the best in the area, and with the best commute time in East Contra Costa County. Rental housing prices are also among the best deals in the county.

## CITY GOVERNMENT

The City of Pittsburg operates under a council-manager form of government and derives its authority from both the California constitution and laws enacted by the state legislature. All legislative power is held by a publicly elected, five-member City Council, which consists of the mayor and four council members. All council members are elected for four-year terms, have equal authority and annually elect a mayor from within the council to preside over meetings, execute official documents on behalf of the council, and perform ceremonial functions. The City Council appoints the City Manager to oversee all department directors and the day-to-day operations within the city.

## PUBLIC WORKS DEPARTMENT

Under the direction of the Public Works Director/City Engineer, the Public Works Department is responsible for the maintenance of all City of Pittsburg facilities, infrastructure and operation of the city's water treatment plant and water distribution system. Public Works staff provide routine and emergency maintenance of sewers, storm drains, streets, sidewalks, streetlights, street trees, and buildings.

### Engineering Division

Within the Public Works Department, the Engineering Division responds to complaints regarding construction, manages the city's construction projects, ensures all city development projects meet city requirements, manages traffic related issues, processes and issues encroachment permits, grading permits, parking permits, transportation, and construction specifications.

### Public Works Department Mission

To maintain the physical assets of the city to the highest level possible within fiscal limitations, utilize the financial resources provided to the department in the most cost-effective manner possible, and thereby contribute to the quality of life of the residents of the City of Pittsburg.



## City Mission Statement

To provide responsive and high-quality public services in partnership with our citizens, celebrating our community's rich history, cultural diversity, and pride in its prosperous future.

## Core City Values

Integrity  
Trust  
Commitment  
Respect  
Pride  
Continuous Learning  
Partnership



To learn more about the Public Works Department-Engineering Division, go to: <https://www.pittsburgca.gov/services/public-works/engineering>

## THE POSITION

Under general direction of the Public Works Director/City Engineer, the Assistant City Engineer oversees the division's professional, technical, contracted, and office support staff; administers the activities and operations of the Engineering Division; coordinates divisional activities with other Planning and Building divisions, departments and outside agencies or organizations; establishes division goals, objectives, policies and procedures in accordance with the department and city's mission statement and goals; provides professional, administrative and technical support to the City Engineer; and performs other duties as required.

### Duties (Generally)

- Accepts management responsibility for activities, operations and services within the Engineering Department including development, design/CIP, traffic, inspection and records; plans, coordinates and reviews the work plan for assigned projects and responsibilities; provides administrative and technical direction to divisional staff; coordinates activities with other divisions, City departments, outside agencies and organizations.
- Supervises and participates in the development, implementation and maintenance of department goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance and meeting division goals; ensures that goals are achieved.
- Coordinates the selection, orientation, training and evaluation programs for Engineering Department personnel; provides or coordinates staff training; identifies and resolves staff deficiencies; responsible for discipline procedures; assigns design jobs, reviews work in progress and submits finished products to Director.
- Oversees and reviews subdivision conditions of approval, agreements, plan checks, field changes/problems; reviews and signs subdivision final maps; prepares, manages, updates, and monitors five year Capital Improvement Program (CIP); reviews and signs CIP construction plans and specifications, lot line adjustments and parcel map waivers.

- Oversees and participates in the development of the Engineering Department budget; participates in the forecast of necessary funds for staffing, materials and supplies; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Provides technical and professional advice; prepares and coordinates reports and presentations on engineering issues for City Council, community groups and regulatory agencies; reviews and monitors traffic complaints, accident reports and Traffic Committee activities; analyzes and updates traffic signal priorities.
- Monitors and keeps informed of current trends in the field of municipal engineering, including legislation, court rulings and professional practices and techniques; evaluates their impact and recommends policy and procedural modifications accordingly.
- Responds to the most complex and difficult inquiries and requests for information, provides information and resolves service issues or complaints; represents the department with other City departments, other agencies, civic groups and the public.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

## THE IDEAL CANDIDATE

The ideal candidate is an emotionally intelligent, strategic thinker that is relatable and can read a room. The next assistant city engineer will be a team player, humble leader, collaborative and creative with the ability to come up with innovative solutions with their team. The ideal candidate will know how to "get to yes" and understands the importance of high-level customer service both internally and externally.

### Key characteristics and attributes:

- A supportive leader who creates a cohesive structure and team-oriented working environment
- An inclusive and positive management style that ensures accountability, responsibility, and encourages discussion and ideas from staff and key stakeholders



- Good organizational skills with a transparent style of leadership; outward facing who is able to successfully interact and resolve internal issues, as well as resolve difficult citizen inquiries and complaints
- Flexible and resilient. Able to provide clear goals and expectations, while remaining agile and can adapt to changing priorities
- Stays current in new technologies and legislation
- Effective at community engagement and follow through. A listener

## MINIMUM QUALIFICATIONS

- A Bachelor's Degree in Civil Engineering or a related field
- Minimum of five years of progressively responsible civil engineering experience
- Minimum of three years supervisory experience of staff management and supervision
- Possession of a valid Registered Professional Engineer license with the State of California
- Possession of/ability to obtain a valid Class C California driver's license

## COMPENSATION AND BENEFITS

### Salary Range: \$126,360.00 - \$153,576.00 Annually

- Retirement: CalPERS with Classic employees participating with a 2% @ 60 formula with employee contribution of 10%. New members (PEPRA) participating with a 2% @ 62 formula with employee contribution of 7.25%
- Deferred Compensation: up to \$125 per month City match
- Medical/Dental/Vision: City pays 100%
- Flexible Spending Account – Health: City provides matching contribution

- Retirement Health Savings Account
- Social Security: Employee & City pay 6.2% of salary up to \$137,700 per year
- Vacation: Up to 25 days per year based on years of continuous public service
- Administrative Leave: 80 hours per calendar year
- Holidays: 13 observed holidays and 2 floating holidays
- Sick Leave: up to 12 days per year
- Other benefits include: Vacation buyback program, tuition reimbursement, wellness activities, employee assistance program, service achievement incentive, potential Public Student Loan Forgiveness for qualifying educational loans, employee appreciation events, and commuter benefits

## APPLICATION AND RECRUITMENT PROCESS

### First Review of Candidates: February 18, 2022

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to: <https://koffassociates.com/assistant-city-engineer/>. Resumes should reflect years and months of positions held, as well as size of staff and projects you have managed.

For additional information, please contact:



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<https://koffassociates.com/>

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 executive recruiter. Koff & Associates will report the results to the city. The city will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.

