



Koff & Associates
A Gallagher Company



PITTSBURG

**Hiring Bonus
Up To \$15,000!**

Senior Civil Engineer



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 Department has approximately 90 full-time staff who provide routine and emergency maintenance of sewers, storm drains, streets, sidewalks, streetlights, street trees, buildings, and parks.

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.

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

THE CITY

With a population of around 70,000, located on the southern shore of the 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. 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, development has extended to City limits. 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.

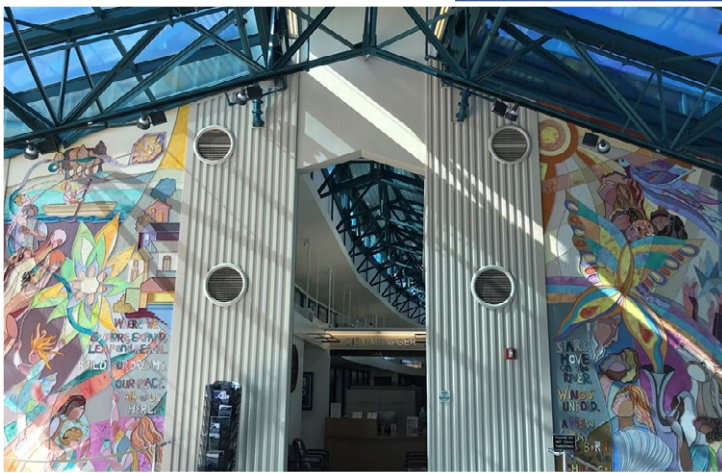
The city organization employs 270 full time employees within the following departments: City Manager's Office, Police, Community Services, Recreation, Finance, Human Resources, Information Technology, Community & Economic Development, Code Enforcement, Building, Public Works & Engineering, and Environmental Services.

THE POSITION

The Senior Civil Engineer is the supervisory level class responsible for performing and supervising the work of one of the following engineering sections: Capital Improvement Projects (CIP), Transportation, Current Development, or Special Projects. Under the broad direction of the Assistant City Engineer, the Senior Civil Engineer supervises, evaluates, and participates in professional engineering inspection and technical civil engineering work; ensures safe work practices, work quality and accuracy; maintains appropriate work records; serves as a technical resource for assigned work staff; performs other duties as required.

Duties (Generally)

- Plans, coordinates, prioritizes, monitors and participates in the work of staff responsible for the CIP, Transportation, Current Development, and Special Projects Sections.
 - ◇ CIP Section is responsible for the design and development of design procedures; consulting with subdivision and other contractors, engineers, and utility company representatives; giving advice and instruction to subordinates on design standards and problems from the construction phase through to the acceptance of the project; providing supervision of field work, preparation of change orders and project payments; completion of project records and files that need to be purged and prepared for archiving; assures that As-builts and others are properly added to the Engineering files; updates base maps to reflect project results
 - ◇ Transportation Section is responsible for providing a transportation/traffic program; conducting and studying traffic flow and condition analysis; making recommendations for improvements; coordinating federal, state and local grant application processes
 - ◇ Current Development Section performs activities such as review plans submitted by developers to ensure conformity with established standards and regulations; supervising or performing map checks of residential, commercial and industrial land developments for appropriate compliance; supervising the review of subdivision maps and improvement plans



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

- ◇ Special Projects Section is responsible for liaising with federal, state, and regional agencies, such as the East Contra Costa Regional Fee and Financing Authority (ECCRFFA), Contra Costa Transportation Authority, and other agencies for management and implementation of certain projects in the City. These projects include eBART, Highway 4 widening, and other complex projects occurring within the City that are designed, authorized and funded by multiple public agencies
- Assigns work to staff; monitors work activities to ensure safe work practices, work quality and accuracy; ensures compliance to applicable rules, policies and procedures; participates in the development of policies and procedures; recommends programs, projects and work assignments to higher level engineering personnel; participates in the selection and training of engineering, personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates discipline procedures as is appropriate.
- Develops schedules and methods for performing assigned duties; maintains appropriate work records and documents which may include time sheets, work orders; prepares statistical and/or analytical reports on operations as necessary; determines priority, work assignments and long/short-range objectives for subordinate staff; confers with and advises personnel of other departments on engineering problems, prepares, analyzes, reports, and studies regarding public works projects, and investigates complaints.
- Prepares and reviews drafts of the technical provisions of ordinances, resolutions and policy statements; consults with and advises field engineers and survey personnel on establishing ground controls and calculating coordinates to tie in with the California Coordinate System; supervises checking of street improvement drawings submitted by property owners and contractors seeking permits.
- Submits recommendations to the Engineering Division budget; monitors budget expenditures.
- Participates in organizational and community group meetings as necessary; responds to questions and inquiries.
- 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 Senior Civil 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.

Knowledge of:

Principles, laws, procedures, practices and standards of civil engineering; design, construction, traffic or development practices in civil engineering; methods and techniques of supervision, training and motivation; municipal engineering laws, ordinances, codes, specifications and plans; engineering project inspection methods; modern office practices, methods and equipment, including a computer and applicable software; operational characteristics and use of standard equipment used in the engineering profession; occupational hazards and standard safety procedures.

Ability to:

Plan, organize, direct and evaluate the work of subordinate staff; make adjustments to standard operation procedures as necessary to improve organizational effectiveness; effectively exercise supervisory control over complex professional and technical tasks; interpret and apply applicable laws, codes and regulations; negotiate and manage construction contracts; exercise sound independent judgment; prepare and administer a division budget; promote and enforce safe work practices; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships.



MINIMUM QUALIFICATIONS

- A Bachelor's Degree in Civil Engineering or a related field
- Minimum of four years of progressively responsible civil engineering experience (Master's Degree may substitute for one year's experience)
- Minimum of one year experience at the supervisory level
- Possession of a valid Registered Professional Engineer license with the State of California
- Possession of or ability to obtain a valid Class C California driver's license

COMPENSATION AND BENEFITS

Salary Range: \$118,020.00 - \$143,448.00 Annually

Note: 4% salary increase in July 2023, 3% increase in July 2024.

- 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 \$150 per month City match as of 7/10/22.
- Medical/Dental/Vision: City pays 100% of premium
- 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

This position is open until filled.

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/senior-civil-engineer-5/>

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:



Koff & Associates
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Edna Swaim

Phone (510) 345-4280

eswaim@koffassociates.com

<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.



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