



CITY OF
Seaside

ASSISTANT PUBLIC WORKS DIRECTOR

\$145,042.56 - \$176,300.80
Annual Salary



THE CITY OF SEASIDE



The City of Seaside is a California coastal community that borders the Monterey Bay National Marine Sanctuary. Formerly the home of the US Army Base Fort Ord, and neighbor to the Cities of Monterey, Pacific Grove and Pebble Beach, the City of Seaside is rich in culture, natural resources and opportunities.

Founded in 1887 and incorporated in 1954, this 10 square-mile city continues to grow while holding on to the rich values upon which it was established. Young families and retirees are drawn to the community, providing a healthy residential mix of people and solid sense of community.

Seaside continues to expand with projects ranging from golf courses, five star resorts, conference facilities, new residential and commercial development, and plans for a mixed use, transit oriented, urban village that would transform the downtown. Seaside is thriving and remains a vibrant, diverse community, appreciative of its past and looking toward the future.

THE REGION

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THE POSITION



Under administrative direction of the Public Works Director / City Engineer, supervises the activities of the Public Works Engineering and Maintenance & Utilities Divisions; provides complex staff assistance to the Public Works Director / City Engineer; directs the Capital Improvement Program and or development engineering; performs a variety of professional level engineering functions; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; and performs related work as required.

THE IDEAL CANDIDATE

Receives administrative direction from the Public Works Director / City Engineer. This classification is responsible for directing and supervising the Engineering and Maintenance & Utilities Divisions of the Public Works Department and serves as the City Engineer in the absence of the Director. The ideal candidate will have strong leadership skills to manage a department of professional, technical, and administrative support staff. This position will interact with and give presentations to City Council and will need to take initiative with various situations; preferably coming with public sector experience.

KEY RESPONSIBILITIES

- Accepts management responsibility for the activities, operations, and services of the Engineering Division, including research, development, design, contracting, construction inspection, plan review, surveying and records management; plans, coordinates and reviews work plans for assigned projects; provides administrative and technical direction to department staff; coordinates activities with other divisions, City departments, outside agencies and organizations; designs and directs special engineering studies, including analyses, reports, drawings, models and displays; reviews and approves a variety of engineered plans.
- Plans, organizes, coordinates, and directs through subordinate managers the Maintenance & Utilities Division including street maintenance, parks, water, stormwater, building, vehicle, and equipment maintenance.
- Supervises and participates in the development, implementation and maintenance of division goals, objectives, policies and procedures; assists in the development and implementation of department-wide goals, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance and meeting division goals.
- Supervises, trains and evaluates Engineering Division staff; recommends the selection, promotion and discipline of Division employees; coordinates the selection, orientation, training and evaluation programs for Engineering Division personnel; provides or coordinates staff training; identifies and resolves staff deficiencies; assigns division work activities; reviews work in progress and submits finished work products to the Director.
- Plans, coordinates and supervises the review of private development plans for conformance with City requirements, state and federal regulations and sound engineering practices; develops and implements the department's Capital Improvement Program and budget; directs the preparation of plans, specifications, cost estimates and contract documents; participates in the selection and supervision of contracted professional engineers for the development of plans, specifications, studies and reports; oversees the administration of contracts; visits construction sites to ensure conformance of construction plans or to identify design elements; reviews and approves all payments and billings for contract services.
- Oversees and participates in the development of the Engineering Division budget; participates in the forecast of necessary funds for staffing, materials and supplies; administers and monitors the approved budget; resolves budget issues with appropriate staff; implements budget adjustments as necessary; assists the Director in developing and managing the department budget.
- Manages the development and implementation of the department's Capital Improvement Program, including the complex interchange of funding sources and grants.
- Provides technical and professional advice to the Director, other City staff, the City Council, and various City commissions on engineering matters; prepares and coordinates reports and presentations on engineering issues for the City Council, community groups, boards and commissions, and regulatory agencies; prepares or directs the preparation of grant and permit applications; pursues federal and state grant funds and permits; ensures project compliance with grant or permit regulations.
- Serves as the City Engineer and department head in the absence of the Director.
- Oversees private development plan and map review and issuance of various engineering permits.
- Prepares or provides critical review of various staff reports, resolutions, environmental impact reports, negative declarations, reports required by state and federal agencies, and correspondence.
- Monitors and evaluates the impact of current trends in the field of municipal and transportation engineering, including legislation, court rulings and professional practices and techniques; 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 to other City departments, other agencies, civic groups and the public; establishes and maintains a customer service orientation within the division.

POSITION REQUIREMENTS



EDUCATION AND EXPERIENCE

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Graduation from an accredited four-year college or university with major coursework in Civil Engineering, or a closely related field and five (5) years of increasingly responsible professional civil engineering experience including experience in a supervisory or project management capacity. Experience in a Municipal Government and a Master's degree are desirable.



LICENSES AND CERTIFICATIONS:

- Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers and Land Surveyors.
- Possession and continued maintenance of a valid California Class C driver's license.



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COMPENSATION & BENEFITS

\$12,086.88 - \$14,691.73 monthly salary range

Special Pay:

- Longevity Pay Program: A 2.5% salary increase will be provided after 10 years of service with the City of Seaside.
- Spanish Bilingual Pay Program: Upon successfully passing a foreign language test, designated employees can earn up to a 2.5% salary adjustment for using Spanish in the course of their work.

Health and Welfare Benefits:

- Blue Shield PPO Medical Insurance Plan: Three plan levels available
- Guardian Dental Insurance: Calendar Year Deductible (waived for preventive services): \$50 per person;
- Vision Service Plan: Co-Payment for Annual Exams (with Plan Provider): \$10
- Life Insurance: 2xs Annual Salary (City paid).

Retirement Benefits:

California Public Employees' Retirement System: The plan you are enrolled in is based on the Public Employees Pension Reform Act of 2013 (PEPRA).

- Classic" PERS Members, Plan: 2% @ 55
- New PERS Members, Plan: 2% @ 62
- Deferred Compensation Matching Program (IRS 457 Plan): The City of Seaside will match employee's contribution up to \$200 per month.

Paid Time Off:

- Vacation Time: Employees earn between 10 and 22 days of vacation annually depending on years of service.
- Sick Leave: Employees accrue 8 hours of sick leave per month.
- Holidays: The City recognizes 12 paid holidays annually. Floating Holiday: Each calendar year, employees shall receive one floating holiday (8 hours) that has no cash value and must be used on or before December 31st of each year.
- Management Leave: Management employees shall earn 40 hours of management leave per calendar year. Initial Accrual: For newly hired employees, the initial management leave bank shall be prorated according the MOU schedule.
- Administrative Leave: Employees shall earn 40 hours per calendar year. Initial Accrual: For newly hired employees, the initial management leave bank shall be prorated according the MOU schedule.
- Continuing Education and Professional Growth: Reimbursement for tuition is capped at \$3,000 per fiscal year depending on course level.

The City of Seaside is an Equal Opportunity Employer that actively encourages workforce diversity.

TO APPLY

PLEASE VISIT:

[HTTPS://WWW.GOVERNMENTJOBS.COM/CAREERS/SEASIDE](https://www.governmentjobs.com/careers/seaside)

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT PROJECT

MANAGER CHELSEA FREEMAN AT CHELSEA_FREEMAN@AJG.COM

OR AT 510.570.3844



PUBLIC WORKS



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