



TAKE YOUR CAREER TO THE NEXT LEVEL at the City of Rancho Palos Verdes

Where your job search ends, and your career begins!

Are you a creative public works professional that thrives on being challenged with exciting and unique projects? Do you want the stability and benefits of a government job and work in a beautiful and serene environment with a high performing and customer-service oriented organization?

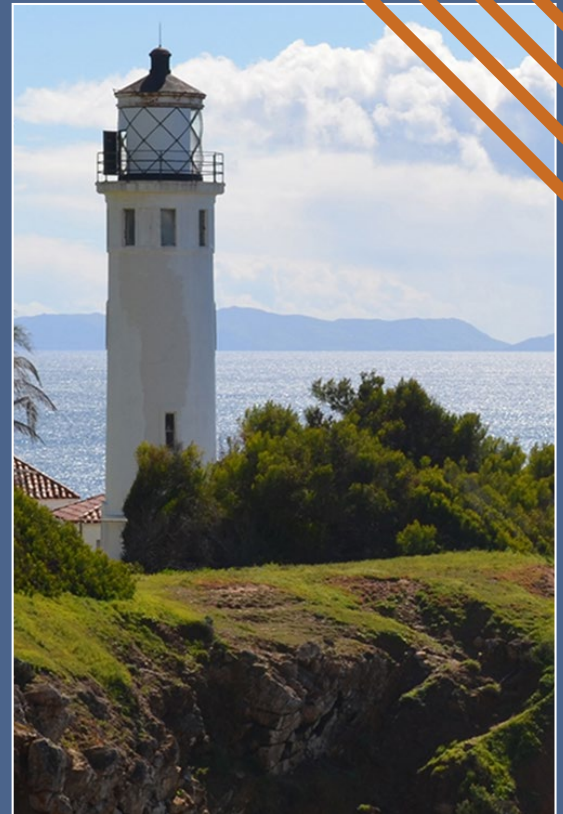
If so, read on, because the City of Rancho Palos Verdes is excited to announce recruitments for a total of four (4) engineering positions. The City is looking for two (2) **ASSOCIATE ENGINEERS** & two (2) **SENIOR ENGINEERS**.

■ WHO ARE WE?

Rancho Palos Verdes is a semi-rural community situated atop the hills and bluffs of the Palos Verdes Peninsula in Los Angeles County. The city enjoys expansive views of the Pacific Ocean, Catalina Island, and Los Angeles basin. Within the city's 13.6 square miles are the 1,400-acre Palos Verdes Nature Preserve, approximately 31 miles of trails, two beaches, and 7.5 miles of Pacific coastline. There are historic landmarks and points of interest such as Wayfarers Chapel, Point Vicente Interpretive Center, Terranea Resort, Trump National Golf Club, and the Point Vicente Lighthouse. With all this and more, Rancho Palos Verdes has become known as "paradise" or "a place set apart".

The Public Works Department oversees the planning, engineering, construction, operation, and maintenance of the City's transportation network, storm water system, buildings/facilities and associated parks, Abalone Cove Sanitary Sewer System, and landslide monitoring and remediation. The Department is also responsible for programs such as solid waste management, fuel modification, public street beautification/landscaping, and environmental sustainability. Utilities including gas, electricity, water, and sanitary sewer collection (exclusive of Abalone Cove) are provided by third parties under franchise agreements and/or permits overseen by the Public Works Department.

The Department delivers core services and programs/projects primarily through consultants and contractors; with approximately 20 staff members overseeing and administering the work. The typical annual operating budget is approximately \$8 million, and the Capital Improvement Program budget is expected to average approximately \$10 million annually over the next several years.



■ THE OPPORTUNITY

The City of Rancho Palos Verdes is seeking team-oriented professionals that will be hyper-focused on responding to resident issues with first-class customer service. To succeed in this position, the incumbent will need exceptional written and oral communication ability, outstanding critical thinking aptitude, analytical decision-making proficiency, excellent organization skills, and unwavering attention to detail. Finally, knowledge of utility engineering concepts, as defined in the applicable class specification, is essential to this position.

The Associate Engineer vacancies offer two opportunities with a focus in utilities. One of the vacancies will be assigned to Utilities-Operations, while the other will be assigned to Utilities-Capital Projects. Duties will vary depending on the Department's current projects and programs. Following are the current key focus areas for each.

Associate Engineer – Utilities (Operations)

(Salary Range : \$101,430 to \$131,708)

- Manage the City's sanitary sewer regulatory compliance including the development and updating of compliance documents such as sanitary sewer management plans.
- Manage the City's stormwater quality regulatory compliance program.
- Update the City's Master Plan of Drainage.
- Develop a Small Wireless Facility Master Plan
- Update and oversee utility franchise agreements for water, gas, electric power, and communications.
- Review permit applications for various utilities including small wireless facilities, water, gas, electric power, and communications.
- Prepare reports and deliver presentations to summarize findings and make recommendations to executive management, commissions, City Council, and the general public.
- Other utility, development, and permit related projects and tasks.

Associate Engineer – Utilities (Capital Projects)

(Salary Range : \$101,430 to \$131,708)

- Participate in the scoping of utility related capital improvement projects and perform feasibility analysis, scheduling, and cost estimating work.
- Manage the entire life cycle of various capital improvement projects through use of consultants, including planning, environmental clearance, design, and construction oversight. Sample project types include the following:
 - Sanitary sewers
 - Drainage
 - Stormwater quality
 - Utility undergrounding
 - Other

- Develop and implement a Storm Drain Asset Management Program.
- Implement the Sanitary Sewer Asset Management Program.
- Prepare reports and deliver presentations to summarize findings and make recommendations to executive management, commissions, City Council, and the general public.
- Other utility, development, and permit related projects and tasks.

The Senior Engineer vacancies offer two opportunities. One of the vacancies will be assigned to Civil/Roadway, while the other will be assigned to Transportation/Traffic. Duties will vary depending on the Department's current projects and programs. Following are the current key focus areas for each.

Senior Engineer – Civil/Roadway (Capital Projects)

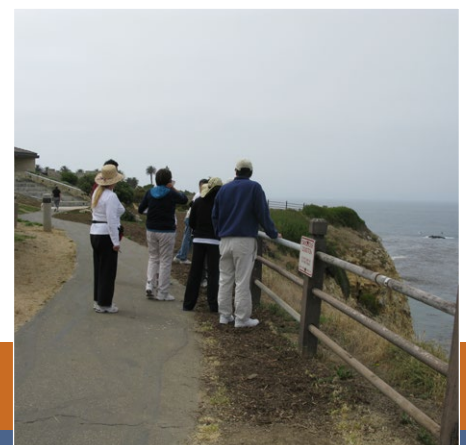
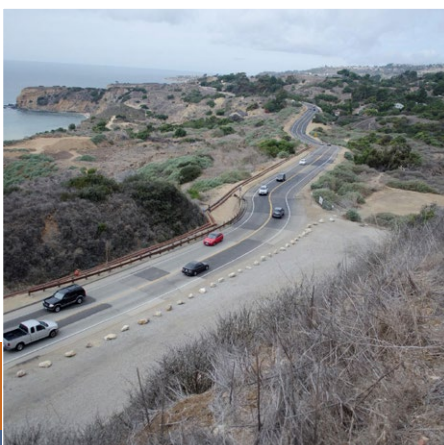
(Salary Range: \$113,601 - \$147,521)

- Participate in the scoping of roadway capital improvement projects and perform feasibility analysis, scheduling, and cost estimating work.
- Manage the entire life cycle of various capital improvement projects through use of consultants, including planning, environmental clearance, design, and construction oversight. Sample project types include the following:
 - Roadway realignment
 - Roadway rehabilitation including pavement, sidewalks, curb ramps, signs, and pavement markings.
 - Curb ramp improvements
 - New traffic signals and traffic signal upgrades/modifications
 - Traffic calming
 - Other
- Prepare reports and deliver presentations to summarize findings and make recommendations to executive management, commissions, City Council, and the general public.
- Other right of way improvements related projects and tasks.

Senior Engineer – Transportation/Traffic (Operations)

(Salary Range: \$113,601 - \$147,521)

- Respond to resident requests and perform routine traffic analysis for traffic control devices, speed mitigation measures, transportation infrastructure improvements, and other transportation/traffic related issues.
- Manage complex traffic studies performed by consultants in response to various traffic issues.
- Review private developer plans for impacts to traffic and transportation infrastructure; accordingly make recommendations on development conditions.
- Review roadway improvement plans to resolve potential conflicts or identify improvements to traffic and transportation infrastructure.
- Oversee traffic signal, streetlight, and other related programs.
- Prepare reports and deliver presentations to summarize findings and make recommendations to executive management, commissions, City Council, and the general public.
- Other transportation/traffic related projects and tasks.



■ QUALIFICATIONS

Associate Engineer

EXPERIENCE: Two years of verifiable professional and civil engineering experience is required

EDUCATION: At the time of hire, possess a Bachelor of Science Degree in Engineering from a program accredited by the Accreditation Board for Engineering and Technology (ABET).

LICENSES AND CERTIFICATIONS:

- Possession of or ability to obtain a valid California Driver's License by time of appointment.
- Engineer-In-Training certification from the National Council of Examiners for Engineering and Surveying (NCEES) preferred, but not required.

Senior Engineer

EXPERIENCE: Five (5) years of responsible experience in civil engineering and/or traffic engineering. Supervisory experience is desirable.

EDUCATION: At the time of hire, possess a Bachelor of Science Degree in Engineering from a program accredited by the Accreditation Board for Engineering and Technology (ABET).

LICENSES AND CERTIFICATIONS:

- Possession of or ability to obtain a valid California Driver's License by time of appointment; and
- At the time of hire, possess a California Professional Engineer License or California Traffic Engineer License; or
- At time of hire, possess an out-of-state Professional Engineer License or Traffic Engineer License and within three years of employment, obtain a California Professional Engineer License or California Traffic Engineer License.

For a full list of essential job functions please visit: [Classification Specifications](#)

■ WHY JOIN OUR TEAM?

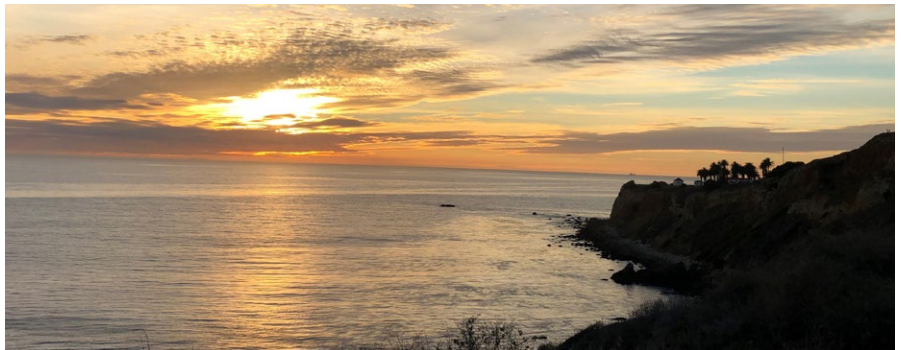
You won't be bored working for the City of Rancho Palos Verdes! With a variety of responsibilities and projects/programs to work on, you will probably be doing something different every day.

If you value job stability, this is the place for you. Rancho Palos Verdes has a long tradition of being fiscally sound with healthy annual budgets and reserves that are twice the recommended levels for municipalities. Furthermore, the Capital Improvement Program has a total reserve balance of approximately \$20 million. When the private sector and other government agencies are forced to reduce their workforce during difficult budget times, Rancho Palos Verdes stands strong on its decades of sound fiscal policy and continues working!

The salary range for the positions are:

Associate Engineer is \$101,430 to \$131,708 & Senior Engineer is \$113,601 - \$147,521.

The City of Rancho Palos Verdes is currently conducting a comprehensive classification and compensation study which may result in an adjustment to the salary range.



Recruitment Incentive Bonus:

The City of Rancho Palos Verdes is offering a recruitment incentive bonus paid in three increments (25% payable on the first paycheck; 25% upon successful completion of 12 months of employment; and final 50% paid upon completion of 24 months of employment).

Associate Civil Engineer bonus is \$8,000

Senior Civil Engineer bonus is \$10,000

In addition to the salary, the City offers a generous comprehensive benefits package including:

- **RETIREMENT:** The City participates in the California Public Employees' Retirement System (PERS) to provide retirement benefits. Pension contribution percentages, benefit formulas, and maximum reportable compensation limit amounts are subject to change by PERS on an annual basis.
 - "Classic" members – 2% @ 60 – Employees that became members of PERS on or before 12/31/2012 and have not had a break in service of 6 months or more, may retire at age 60 with 5 years of service credit and receive a benefit equal to the number of years of employment x 2% x highest reportable compensation over a three-year period. Employees contribute 7% of their annual salary on a pre-tax basis for the 2022-2023 fiscal year. The maximum reportable compensation for 2023 is \$330,000.
 - "New" members – 2% @ 62 – Employees that became part of California PERS on 01/01/2013 or later may retire at 62 with 5 years of service credit and receive a benefit equal to the number of years of employment x 2% x highest reportable compensation over a three-year period. Employees contribute 7.75% of their annual salary on a pre-tax basis for the 2023-2024 fiscal year. The maximum reportable compensation for 2023 is \$175,250.
- **DEFERRED COMPENSATION:** The City contributes up to \$100 per month match of an employee's contributions to a 457 retirement account.
- **MEDICAL, DENTAL, and VISION INSURANCE:** The City has five (5) medical plans available to employees (3 HMO's, 1 traditional PPO, and a high deductible PPO). The City currently pays the entire premium for the employee and 50% of the dependent care premium. The City's annual contribution to an employee's HSA plan is \$3,850 for single coverage or \$7,750 for employee and dependent coverage for employees enrolled in the Blue Shield Silver Plan. Additionally, the City has two dental plans and one vision plan available to employees.
- **VACATION:** Accrual is based on years of full-time service to the City of Rancho Palos Verdes, with options to cash out up to 80 hours of future annual vacation accruals. Vacation leave is 80 hours per year, increasing to 96 hours beginning the 3rd year, and 120 hours beginning the 6th year through the 15th year. Beginning with the 16th year, additional hours are accumulated up to a maximum of 160 hours per year.
- **ADMINISTRATIVE LEAVE:** 62 hours of administrative leave per year for exempt employees only (Senior Engineer Positions).
- **SICK LEAVE:** Accrual of 96 hours per year.
- **WELLNESS LEAVE:** 4.5 hours of paid wellness leave for 10 consecutive weeks of perfect attendance without using any sick leave time, up to a maximum accrual of 9 hours.
- **9/80 WORK SCHEDULE:** Full time employees work 80 hours in 9 days and receive every other Friday off.

- **EMPLOYEE ASSISTANCE PROGRAM (EAP):** City paid confidential well-being resource program for employee and immediate family members. Includes 8 sessions per individual per issue per year.
- **LIFE INSURANCE AND AD&D:** City paid term life insurance policy with a value of twice the annual salary (up to \$350,000). The City also provides group term life and AD&D benefits for spouses (\$5,000) and children (\$2,000). Option for additional supplemental coverage for employee and dependents.
- **LONG-TERM DISABILITY:** City paid premium with benefit set at 66.7% of monthly earnings to a max benefit of \$5,000 per month, after a 90 day waiting period
- **SHORT-TERM DISABILITY:** Participation in the State Disability Insurance Program. Annual premium is determined by the State and based on gross annual pay. Premium paid by the employee.
- **EMPLOYEE INCENTIVE PROGRAM:** Employees are eligible to receive monetary awards up to 5% of gross annual pay in recognition of exemplary performance, subject to approval of the Department Head and City Manager.
- **OPTIONAL BENEFITS:** ScholarShare, 529 College Savings Plan, Nationwide Pet Insurance, AFLAC plans, Credit Union membership, Legal Access plan, and Flexible Spending Account.

■ TO APPLY:

These positions are open until filled with a first application review date of August 11, 2023.

To be considered, please submit a resume, cover letter, and three work related references (who will not be contacted in the early stages of the recruitment) to: <https://koffassociates.com/rpv-associate-senior-engineers/>. Resumes should reflect years and months of positions held, as well as size of past organization(s).



Chelsea Freeman
(510) 570-3844

chelsea_freeman@ajg.com

Website: <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 consultant. Koff & Associates will report the results to the City. The City will then select candidates to participate in panel interviews. Extensive reference and background checks will be completed on the selected candidate.