

Engineering Director



Koff & Associates
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■ THE COMMUNITY

Located just seven miles inland from the Pacific Ocean in northern San Diego County, the City of Vista has a perfect mild Mediterranean climate. Residents enjoy a wide range of year-round outdoor activities in a setting of gentle rolling hills and pleasant rural surroundings. Vista is approximately 19 square miles with a population of over 99,000. The City's centralized location provides quick accessibility to the ocean, the mountains, and famous attractions such as LEGOLAND, the San Diego Zoo and Safari Park, Sea World and Disneyland. Vista is home to the Wave Waterpark and the Moonlight Amphitheatre, an open-air theater, which draws thousands of Southern Californians each year to experience award-winning productions.

Having invested substantially in its economic development efforts over the years, Vista's 1,200-acre business park is home to over 900 growing companies that employ over 24,000 employees. Over the last five years, Vista has experienced solid financial growth in retail sales and employment – resulting in impressive sales tax revenues that not only give the City of Vista financial stability, but the means to invest in the community as well. Today, Vista is a crossroads of culture, education, technology and commerce with a vision to meet the diverse needs of all its residents – residential, corporate and retail.

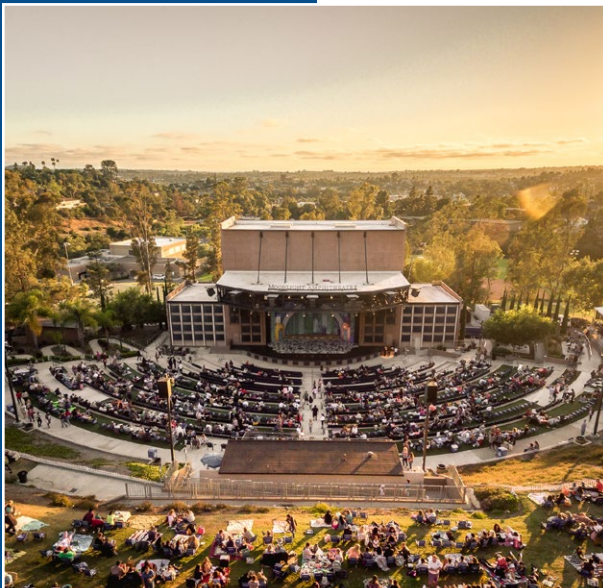
Vista has been recognized three times as one of the “50 Fabulous Places to Raise Your Family”, as identified in the book of the same name. Our award-winning community provides superior educational opportunities in over 25 public/private schools and colleges in the nearby area. With an average of 340 days of sunshine a year, outdoor fun and recreation tend to be a common theme in a Vista lifestyle. The City boasts 13 community parks which selectively feature theaters, museums, recreation centers, picnic grounds, athletic fields and specialty sports parks.



■ CITY GOVERNMENT

Incorporated in 1963, the City of Vista is a chartered law city operating under a Council/Manager form of government. Four City Council Members and the Mayor are elected at-large to 4-year staggered terms. The City contracts with the San Diego Sheriff's Department for law enforcement services.

The City handles sewer utilities and contracts with Vista Irrigation District for its water services. The City operates its own Fire Department and contracts with the San Diego Sheriff's Department for law enforcement services.



CITY OF VISTA MISSION STATEMENT:

The City of Vista is dedicated to providing exceptional services, to improving Vista's quality of life, and to enhancing the uniqueness of the Vista community.

CORE VALUES:

*Respect * Fairness * Teamwork * Integrity *Compassion
*Stewardship.



■ THE POSITION

The Engineering Director plans, organizes, directs, and administers programs of the Engineering Department, including Capital Improvement Projects (CIP), Land Development, Traffic Engineering, Sewer and Stormwater Utilities Divisions and other engineering related programs and functions; coordinates assigned activities with other divisions, outside agencies, and the general public; provides highly responsible and complex staff assistance to the City Manager; performs the duties of City Engineer; participates as a member of executive management team; and performs related work as required.

Duties and responsibilities include:

- Plans, organizes, directs and administers engineering programs, including engineering, field operations related to sewer lines, storm drains, streets and other capital improvements, and building plan check and field inspection services.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Negotiates and administers engineering related services provided through contract with outside vendors and firms.
- Analyzes community needs and develops programs in accordance with established City policy and available resources.
- Practices professional engineering on behalf of the City, signs engineering plans and acts as expert witness on engineering matters.
- Reviews construction costs and prepares studies on financing of projects.
- Confers and coordinates with governmental agencies and private organizations on engineering matters.
- Directs preparation of and administers the Department budget.
- Develops and administers service contracts associated with construction projects and public improvements in the public right of way.
- Prepares applications and oversees implementation and reporting of funding for engineering projects.
- Formulates plans for capital improvements; reviews plans, specifications, estimates and contracts for engineering projects.
- Analyzes and recommends the acceptance of bids received on projects.
- Serves as technical and professional advisor and provides staff support to City Council and Council appointed commissions and committees.
- Monitors issuance of construction, excavation, encroachment, and other permits.
- Prepares amendments and additions to the municipal engineering regulations as required.
- Maintains maps, records, and files related to engineering.
- Meets and confers with groups and organizations concerning engineering issues and services.
- Processes and adjusts department employee grievances; explains policies, procedures and objectives of the unit to staff.
- Conducts staff meetings and develops staff development programs.
- Conducts studies and investigations, preparing reports of findings and recommendations.
- Attends meetings, conferences and seminars.
- Operates City vehicles.

■ THE IDEAL CANDIDATE

The ideal candidate will be an excellent communicator, who has successfully managed Capital Improvement projects, has a great depth of knowledge in construction, and can manage relationships with outside Contractors. The Engineering Director position requires a leader who can, not only, keep projects on task but also partner with Contractors

to make sure issues are addressed to ensure top quality in construction. The selected candidate will be a strategic leader and planner who can work with City Council, staff, the business community, and other key stakeholders improve the quality of life for all City residents.

Key attributes and characteristics:

- An active problem solver who anticipates and responds to problems in a timely manner, develops alternative solutions, and can bring timely resolution to issues, involving others as needed.
- Manages tough conversations with professionalism to all stakeholders including the community.
- Team-oriented with a track record of providing outstanding service to internal and external customers.
- A communicative leader with the highest integrity, character, and ethics.
- Strong administrative acumen, with the ability to carefully evaluate and improve the Department's efficiency, effectiveness, and practices.
- A relationship builder who cultivates and provides positive and personal leadership, and creates productive partnerships with staff, management, organized labor, external agencies, and other stakeholders.
- A manager that encourages open dialogue, new ideas, and is flexible.

■ QUALIFICATIONS

- Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. A typical combination would include a Bachelor's Degree in Civil Engineering, Public Administration, or a closely related field.
- Eight years of administrative level experience planning, organizing and directing broad engineering construction programs and field and office civil engineering design, inspection and contract administration.

LICENSE REQUIRED:

- A valid California Driver's License.
- Possession of a valid license as a Civil Engineer issued by the State Board for Professional Engineers, Land Surveyors, and Geologists.

■ COMPENSATION AND BENEFITS

The salary range for this position is \$175,000 – \$218,000 with an anticipated increase of 5.5% on July 1, 2023. Starting salary would typically fall in the median range of the scale.

Retirement – Provided through CalPERS is 3% @ 60 for miscellaneous classic members and 2% @ 62 for PEPR new members.

Deferred Compensation – 457 plans are offered.

Healthcare – The City provides a comprehensive benefits package including medical plans through Blue Shield and Kaiser, Delta Dental, Vision Service Plan (VSP), Flexible Spending Accounts, Voluntary Benefits (AFLAC), Life/AD&D and Disability Insurance.

Holiday Leave – Employees working the 9/80 flex schedule are entitled to eleven (11) days of holiday leave per fiscal year.

Leave – Accrual begins at 141 hours per year; increases to 165 during the sixth year of service.

Administrative Leave – Department Directors shall be credited with seventy-six (76) hours of administrative leave accrued on a fiscal year basis.

Sick Leave – Accrues at a rate of 8 hours per month, 96 hours per year.

Car Allowance – \$4,800 per year.

■ APPLICATION AND RECRUITMENT PROCESS

The final filing date is Friday, September 15, 2023.

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/engineering-director/>

Resumes should reflect years and months of positions held, as well as size of past organization(s).



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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 panel interviews. Extensive reference and background checks will be completed on the selected candidate.

