



Senior Civil Engineer - Traffic

■ THE COMMUNITY

The City of Richmond is a diverse and vibrant community located 16 miles northeast of San Francisco on the western shore of Contra Costa County. Richmond lies just five miles north of Berkeley and is seven miles from downtown San Francisco. It enjoys a very mild, Mediterranean climate year-round and is warmer than the coastal areas of San Francisco and the Peninsula but much more temperate than nearby inland areas. Richmond also boasts a wide diversity of animal species. Canadian geese, harbor seals, pigeons, and gulls populate the sidewalks. Herons and egrets nest in protected areas on Brooks Island. Deer, falcons, raccoons, ducks, foxes, owls, and mountain lions live in Wildcat Canyon and Point Pinole Regional Shoreline.

Richmond was incorporated on August 7, 1905 and became a charter city on March 24, 1909. Richmond is best known for its unique history and role in the World War II home front effort. Between 1940 and 1945, tens of thousands of workers from all over the country streamed into the City to support wartime industries.

The City was home to four Kaiser shipyards which housed the most productive wartime shipbuilding operations of World War II, launching 747 ships during the war. The City was also home to approximately 55 war-related industries - more than any other city of its size in the United States.

Today, the City is an important oil refining, industrial, commercial, transportation, shipping, and government center. Further, the City is expanding rapidly and becoming a hub of technology as younger and ever-more diverse residents come for its atmosphere, proximity to the amenities of the Bay Area, and relative affordability. The City has a robust economy anchored in part by Port Richmond, the Chevron refinery, local businesses, and retail.

There are plenty of leisure and cultural opportunities including the Richmond Art Center, the East Bay Center for the Performing Arts, Hilltop Multiplex, and Masquers Theater. The City is home to the National Institute of Art and Disabilities Art Center.

Both residents and employees appreciate the recreational opportunities, which include 32 miles of shoreline and over 3,000 acres of shoreline parks, more Bay Trail completed than any other city, several recreational boat harbors and yacht clubs, and thousands of acres of contiguous inland regional parks.

Richmond is truly the City of Pride and Purpose!



■ CITY GOVERNMENT

Richmond operates under a council-manager system of government with seven members (including mayor and vice mayor) elected to alternating four-year terms.

■ THE DEPARTMENT

This role will be under the auspices of the City's Public Works Department. The City of Richmond Public Works Department, in partnership with the City's diverse community, proudly supports and sustains the environment and infrastructure by demonstrating responsiveness, innovation, and professionalism. The Department's mission is to provide our residents and the City with a higher quality of life through quality public service, accomplished through partnership, teamwork, employee development, continuous improvement, and fostering a positive public image. The Department is excited to be involved with a huge, \$200,000,000 CIP program. To learn more about the department, click [here](#).

■ THE POSITION

Distinguishing Characteristics

Under the direction of the City Engineer or designee, the Senior Civil Engineer supervises and participates in both the field and office work of engineers, inspectors, and technical personnel in connection with the design and construction of streets, sewers, and other public and private works as required.

This is a management position that requires supervision, training, and evaluation of subordinates. It requires considerable latitude for independent judgment and action. The Senior Civil Engineer will also assist in the development and implementation of City departmental or division goals, policies, procedures, and priorities.

The Senior Civil Engineer - Traffic will manage their own workload in terms of capital improvement projects including, but not limited to, roadways, signals, striping, traffic calming, bicycle, and pedestrian projects. Additionally, the incumbent will address customer and resident concerns, which may arise frequently.

The Senior Civil Engineer is expected to actively engage with the community and will need diplomacy and tact to address resident concerns effectively, tactfully, and directly. There may be many community meetings, reflecting the active involvement and concerns of our community, which are highly valued by the City government. The incumbent will be very involved in the implementation of the City's Local Roadway Safety Plan and its Bicycle and Pedestrian Action Plan. Read about them [here](#). Finally, the incumbent will have the challenge and opportunity of collaborating on projects across the Department.

Selected Essential Duties

The incumbent will be responsible for the Senior Civil Engineer - Traffic function in addition to coordinating with, making assignments to, and oversight of the services of Traffic Engineer Consultants if contracted. The role includes evaluation of CEQA documents that include Traffic elements as well as private development, coordination of traffic signals, signs, lines, traffic counts, traffic calming requests, accident evaluation, railroad issues, evaluation of new applications related to traffic circulation, and other associated activities as required. The incumbent will arrange for speed surveys and preserve resulting records, as well as other traffic records required to be retained, and retrieve information as requested from various sources. Further, the role requires coordination and review of transportation and traffic issues with the Community Development Department, Police Department, and other departments as needed. The incumbent will attend City Council Public Safety Committee meetings and all other local and Regional Transportation planning groups as needed. The incumbent will also be intimately involved with the Encroachment Permit Program and especially in the review of traffic control plans.

For a complete list of Essential Duties, as well as required Knowledge and Skills, click [here](#).

■ IDEAL CANDIDATE

The ideal candidate for this role will exhibit a proven track record as a quick learner with the ability to work effectively both independently and within teams. They should possess excellent judgment, flexibility, and competence to perform a variety of office and field support duties. A key attribute is a willingness to continuously learn and adapt to new training.

The incumbent will be self-motivated, adept at working harmoniously with diverse leadership styles, and possess the agility to pivot effectively in dynamic environments. The candidate should demonstrate readiness to contribute proactively during critical times, particularly in the traffic section.

It is essential for the ideal candidate to stay abreast of the latest trends in Transportation and Traffic Engineering, exhibit creativity in problem-solving, work collaboratively with teams, and communicate effectively in public settings. This role demands an innovative and resourceful approach to handling the complex challenges of modern traffic and transportation scenarios.

■ OUR VISION FOR THE ROLE

The successful candidate will be excited to come to a department that has re-invented itself and is re-invigorated to develop its historic strengths. This person will come into the role in a Department that is eager to embrace new ideas and new ways of doing things and is flexible about how these can be implemented. Be a part of creating something new and dynamic! The City and the Department already have strong leadership and a highly involved community. We are looking for someone ready to embrace these dual opportunities to create something vibrant, effective and new.





■ QUALIFICATIONS

Required Education and Experience

- Bachelor's degree in Civil Engineering or a related field.
- Four (4) to seven (7) years of increasingly responsible professional civil engineering experience, including supervision.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities.

Required Licenses or Certifications

- Valid registration as a Professional Engineer in the State of California.
- A Professional Engineer license eligible to sign California subdivision maps, or a land surveyor's license is desirable.
- California driver's license is an ongoing requirement.
- Registration as a Traffic Engineer is desirable but not required.

Click [here](#) to read the City's COVID-19 Vaccination Requirement.

■ COMPENSATION AND BENEFITS

Salary is \$12,116.58 – \$14,728.64 monthly. Maximum annual salary is \$176,743.68 with approved Cost of Living Adjustment of 4% in 2025 (salary as indicated does not include the 2025 increase). Salary is dependent on skills and experience demonstrated. In addition to its competitive salary, the City offers a wide array of benefits, including the following:

- **Medical Insurance:** Richmond offers a wide range of choices through CalPERS health program. The maximum City contribution is based on the Kaiser Permanente premiums.
- **Dental/Vision:** The City pays 100% of the costs for the dental and vision plans.
- **Vacation:** Ten (10) days, increasing after three years and potential vacation credit for prior employment.
- **Administrative Leave:** Seven (7) days per fiscal year.
- **Paid Holidays:** Twelve (12) days per calendar year plus 5 floating holidays per calendar year.

- **CalPERS Retirement:** Employees are covered by a pension program provided by the State of California Public Employees' Retirement System (CalPERS). Retirement membership plans for PERS Classic members (or members from reciprocal retirement systems) is 2.7% @ 55. Retirement for new PERS (PEPRA) members is 2.0% @ 62 years old. The employer's normal rate (excluding liability payments) for the 2023-2024 fiscal year is 13.89%.
- **Flexible Spending Accounts:** Richmond offers three (3) different accounts for health care reimbursement, dependent care reimbursement, and transportation expenses.
- **Life Insurance:** Group life insurance equal to two times the employee's annual salary, up to a maximum of \$250,000.
- **Other benefits** such as tuition reimbursement, annual professional development reimbursement, long-term disability insurance, and an assistance employee program.

Please refer to the City's benefits summary [here](#).

■ APPLICATION PROCESS

This position is open until filled but resumes will be first reviewed by the City on Friday, May 10, 2024. 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/senior-civil-engineer-traffic/>. Resumes should reflect years and months of positions held as well as size of past organization(s).

For additional information please contact:



Pete Smith, Senior Recruiter

510.342.3233

Peter_smith1@ajg.com

www.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.

Employment List: A ranking of "A" (Best Qualified), "B" (Well Qualified), or "C" (Qualified) is required to achieve a position on the Employment List. This Employment List will be in effect for a maximum of two (2) years; however, the list may be canceled, without notice, after six (6) months.

The City of Richmond is an equal opportunity employer and prohibits discrimination against any applicant on the basis of race, color, age, physical or mental disability, religion, creed, sex, sexual orientation, or national origin. If you require an accommodation, please contact our Human Resources department at 510-620-6602.