



Koff & Associates
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CITY OF LAWNDALE

Director of Public Works/ City Engineer



➤ THE HEART OF THE SOUTH BAY

The City of Lawndale is located in the southwestern region of Los Angeles County, California. This "Heart of the South Bay" city is situated in the South Bay area, approximately fifteen miles southwest of downtown Los Angeles and five miles east of the Pacific Ocean. The city borders Hawthorne to the northwest, Redondo Beach to the west, and Torrance to the southwest. Lawndale is easily accessible via major roadways, including the San Diego Freeway (I-405) and the Pacific Coast Highway (California State Route 1). Lawndale is comprised of predominately single-family homes, encompassing 1.97 square miles, with a population of approximately 32,000 residents.

Founded in 1905 and incorporated in 1959, Lawndale has transformed from a rural community to a blossoming suburban community with residential neighborhoods, schools, parks, and commercial areas that caters to the needs of the community. These establishments contribute to the local economy and add to the overall character of Lawndale. Lawndale, a diverse, vibrant close-knit community offers various community services, including law enforcement, public works, recreation, and community outreach programs.

➤ GOVERNANCE

The City has a council-manager form of government with an elected Mayor, four Councilmembers, and a full-time appointed City Manager. The City is a contract city with police and fire services provided by the County of Los Angeles. There are about 60 full and part-time City staff to provide other City services.

To learn more about the City of Lawndale, visit the City's website at: www.lawndalecity.org

➤ THE DEPARTMENT

The Public Works Department of the City of Lawndale is dedicated to maintaining and improving the quality of life in Lawndale by promoting, building, improving, and maintaining municipal infrastructure and protecting the health and safety of the community. It's professional, technical, clerical and skilled operations fall within four (4) service areas: Administration, Engineering, Street Maintenance, and Grounds Maintenance.

The Department's responsibilities include developing and managing the fiscal operations of the department; routine maintenance of City streets and sidewalks; custodial, carpentry, plumbing, electrical, and painting services; providing project management services for the design and construction of the City's Capital Improvement Program; including maintaining the integrity of public rights-of-way through inspection services for repairs, construction, and other work in the right-of-way.

The Public Works Department contracts services such as street sweeping, solid waste and recycling, storm drain maintenance, traffic striping and markings, traffic signal operation and maintenance, bridge soffit light repairs, flood control, traffic and transportation, sewer maintenance, tree, land development, and landscape maintenance. The department has an internal staff of 20 employees, including the Director.



The Mission of the Public Works Department:

"We are dedicated to maintaining and improving the quality of life in the city by planning for future needs; promoting environmental quality; building and maintaining municipal and public infrastructure and protecting health and safety."





➤ THE POSITION

Appointed by the City Manager, the Director of Public Works / City Engineer supervises, plans, organizes, directs, and administers the activities and operations of the City's Public Works Department. The hands-on position has full responsibility for providing direction and oversight for the department's key operational areas which includes engineering, street, building and landscape maintenance, and contract administration. This position also serves as the City Engineer and administers the city's public works engineering programs; reviews, evaluates and develops work products, methods, policies and procedures.

Duties include:

- Review and evaluate engineering plans, drawings, estimates and preliminary reports for construction and improvement projects for final approval.
- Monitor workflow and oversee and monitor the department's budget and direct the forecast of additional funds needed for projects, staffing, equipment, materials and supplies.
- Respond to and resolve difficult and sensitive inquiries and complaints.
- Oversee public works capital improvement projects, designs and construction, and quality control including civil and traffic engineering, municipal public works street design, subdivisions, parcel maps, grading, plan check, traffic light signal, graffiti, weed abatement, and water and sewer systems.
- Negotiate, execute and administer a variety of contracts and agreements, review and interpret government regulations and requirements, and prepare and provide reports as required.

➤ THE IDEAL CANDIDATE

The City of Lawndale is seeking a leader with strong management, organizational and communication skills with a proven track record of effectively overseeing capital improvement projects and

public works operations. The City is seeking a knowledgeable and skilled professional with admirable integrity and dedication to achieving specific objectives to improve the overall performance and effectiveness of the Department's service delivery, while providing exemplary municipal customer service to City residents, businesses, and visitors.

Key Attributes and Characteristics

Successful candidates must have strong management, organization, supervision and open communication skills and a dedication to bring best practices and departmental efficiencies as well as, but not limited to the following:

- A strong leader with the willingness and ability to respond quickly to resident complaints and issues. A problem-solver with a hands-on style of management, the ability to multi-task, and to adapt to changing priorities.
- A proactive manager with community awareness, sees a problem and addresses it with staff for clear and quick resolution.
- Political astuteness. A versatile personality who acknowledges criticism without taking it personally, engages openly with different audiences, and can bring about successful resolutions.
- Possesses a passion for public service and pursues professional success and efficiencies in alignment with the mission and vision of the City of Lawndale.
- A collaborative supervisory style willing to encourage and actively listen to the ideas of others.
- An energetic communicator who values the experience and knowledge of the City's Central Management Team.
- A leader that can develop and manage a culture of professionalism, mutual respect, and create a team-oriented high performing working environment.

➤ MINIMUM QUALIFICATIONS

An equivalent combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities is qualifying.

- A bachelor's degree from an accredited college or university with major course work in civil engineering or related field.
- A master's degree is highly desirable.
- Six (6) consecutive years of increasingly responsible experience managing a diverse public works department.
- Two (2) years supervising, managing and/or directing a division or department.
- Registration as a Professional Engineer and/or Land Surveyor in the state of California is required.



➤ COMPENSATION AND BENEFITS

The salary range for this position is \$155K - \$189K depending on experience. The City offers a 5% pay increase for a P.E. certification.

The City also offers an excellent benefit package, as follows, but not limited to:

RETIREMENT – The City contracts with the California Public Employee's Retirement System (CalPERS) to provide retirement benefits for eligible employees. The City offers 2%@55 formula for "classic members" and 2%@62 formula for "new members," in compliance with Public Employees' Pension Reform Act 2013 (PEPRA). The City does not participate in Social Security.

DEFERRED COMPENSATION – The City offers a 457 defined contribution supplemental retirement plans. Employees who participate are able to receive a City contribution match of up to \$7750 per fiscal year.

HEALTH BENEFITS – The City provides extensive health contributions (\$1,080.36 per month) towards medical, dental and vision premiums. The City also provides an employee assistance program, group term life insurance (\$100,000) and long-term disability. An IRS Section 125 Flexible spending account also available.

LEAVES AND HOLIDAYS – The City provides annual vacation and sick leave, that is accrued and based on years of service. The City also provides prorated Executive Leave benefits and varying number of Floating Holidays, as a result of the various work schedules provided by the City.

WORK SCHEDULE – The City offers varying work schedules to include 5/40, 9/80 and 4/10 work schedules.

City Hall is open Monday through Thursday 7:00 a.m. to 6:00 p.m., although many facilities operate during evenings and weekends. The Director of Public Works/ City Engineer may be required to work various hours, to include evenings, weekends and holidays, to meet operation needs.

For more specific compensation plan information, please visit the City's website at www.lawndalecity.org and search for the Central Management Team Salary Resolution.

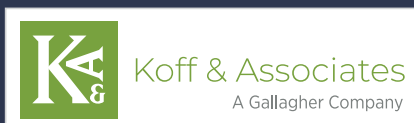
All employees are designated disaster service workers in the event of an emergency or natural disaster. The City of Lawndale and its employees are required to comply with any state or County Public Health Orders.

➤ APPLICATION PROCESS

The final filing date is Monday, June 3, 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/lawndale-dir-public-works-city-eng/>.

Resumes should reflect years *and* months of positions held. For additional information, please contact:



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