



# Senior Civil Engineer



## THE COMMUNITY

Nestled at the base of the San Jacinto Mountains, the City of Palm Springs is known for its crystal-blue skies, year-round sunshine, stunning landscape, and starry nights. Palm Springs' rich history and gorgeous weather make it an ideal place to live and a preferred destination of over six million annual travelers from all over the world. The City maintains the charm of a small town while offering the amenities of an urban center. Palm Springs lies on the western edge of the Coachella Valley approximately 107 miles east of Los Angeles within the ecological area known as the Colorado Desert. The permanent population is approximately 45,500 with a substantial increase of weekend population during peak seasons. The City is known for valuing and celebrating its diverse neighborhoods and communities. Residents of Palm Springs have access to shopping, galleries, restaurants, parks, recreational facilities, hiking trails, bike routes, and horseback riding, as well as the scenic Palm Springs Aerial Tramway up Mt. San Jacinto. As the City enjoys virtually 350 days of sunshine per year, Palm Springs' community has year-round enjoyment of the outdoors. Palm Springs is host to many parades and festivals, including the famed Palm Springs International Film Festival. Residents of Palm Springs find that the City is an ideal community to call home.

## CITY GOVERNMENT

The City of Palm Springs is a full-service city providing residents and visitors with the following services: general governance and administrative management, police, fire, emergency management service, engineering, maintenance of public facilities, streets, recreation, airport, public improvements, planning and zoning, community and economic development including CDBG, animal shelter, sustainability and recycling, convention center, tourism, and library services. As you walk, bike, or drive through our various neighborhoods, you are surrounded by a sense of community. There are a variety of architectural styles throughout Palm Springs, from mid-century modern and more. Since 1994, Palm Springs has been governed as

a charter city and operates under a Council Manager form of government. Council Members are elected by district and serve four-year staggered terms, with the position of Mayor rotating annually. The City Council appoints the City Manager and the City Attorney. The City of Palm Springs has a FY2023-24 and 24-25 Capital budget of \$92 million and \$59 million respectively with 575.5 full-time equivalent allocated positions.

### CITY OF PALM SPRINGS MISSION STATEMENT

Palm Springs is an inclusive world-class city dedicated to providing excellent and responsive public services to enhance the quality of life for current and future generations.

## THE DEPARTMENT

Engineering Services is responsible for street, curb, signal design and maintenance, capital project design for street, sewer and storm drain, checking and approving City improvement plans, subdivision maps and lot line adjustments, traffic information including counts, speed studies, traffic signs and traffic signals, legal descriptions and property information, flood control information, construction inspection, public Right of Way dedication and vacation. Current staff size is 14. The city has its own water treatment plant and airport, affording engineers the opportunity to work on multiple exciting and cutting-edge projects.





## THE POSITION

The Senior Civil Engineer supervises, assigns, reviews, and participates in coordinating capital improvement projects, including preparation of engineering designs and specifications, and private land development entitlements ensuring work quality, and adherence to established policies and procedures.

**A skill set that includes planning, design, development, and construction, and knowledge in the following areas:**

- Principles of the review of private land development projects and subdivisions, including knowledge of the Subdivision Map Act.
- Principles of civil and traffic engineering projects including CA-MUTCD.
- Principles of supervision, training, and performance evaluation.
- Principles and practices of construction contract administration.
- Pertinent Federal, State, and local laws, codes, and regulations.

**Essential and other important responsibilities and duties may include, but are not limited to the following:**

- Plan, prioritize, assign, supervise, review, and participate in the work of staff or consultants responsible for coordinating all phases associated with delivery of capital improvement projects, including environmental analysis, preparation of engineering designs, specifications, and estimates, right-of-way acquisition, private land entitlements, technical reports, and construction administration.
- Coordinate with appropriate authorities, agencies, consulting engineers, and developers to ensure project requirements are met, including city codes, policies, and procedures.
- Establish schedules and methods for coordinating, administering and providing oversight of staff or consultants assigned capital improvement project, and/or

private land processing development projects conditions and plan checks; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.

- Participate in the development of policies and procedures; monitor work activities to ensure compliance with established policies and procedures; make recommendations for changes and improvements to existing standards and procedures.
- Review engineering and architectural plans, subdivision maps, survey records, plot plans, and calculations for accuracy and compliance with applicable rules and regulations.
- Review various professional and technical reports, including traffic impact analyses and traffic studies, coordinate and review traffic engineering requests.
- Coordinate and perform technical analysis as necessary to prepare professional written reports and presentations for various City Commissions and City Council; provide verbal presentations at Commission and City Council meetings as directed.
- Assist with managing development review and conditioning; research and prepare Council reports for map approval. Administer and coordinate professional services agreements and contracts and plan check.
- Prepare analytical and statistical reports on operations and activities.
- Research and prepare various reports, service agreements, contracts, and other documentation for projects requiring City Council review and approval.

## THE IDEAL CANDIDATE

The ideal candidate will be highly skilled and professional, with solid communication and interpersonal skills, able to build trust and promote cooperation and a high performing, team-oriented environment. The selected candidate will be a high-functioning, productive self-starter with the ability to analyze facts and exercise sound and independent judgment in decision-making, as well as someone that stays abreast of new trends and innovations in the field of civil engineering. This is an excellent opportunity to work with a solid and supportive staff on projects aligned with the strengths of the individual while still providing growth and development opportunities working on a variety of other major projects and programs. The ideal candidate will possess a passion for public service and pursuing professional success and efficiencies in alignment with the mission and vision of the City of Palm Springs.



## QUALIFICATIONS

- A Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- A minimum of five (5) years of civil and/or transportation engineering experience.
- Possession of a registered civil engineer (P.E.) license.
- Possession of, or ability to obtain a California registered traffic engineering license is preferred, but not required.

## COMPENSATION AND BENEFITS

**\$114,144.00 - \$153,516.00 Annually (a 5% COLA Increase will take effect July 1, 2024).**

***The City of Palm Springs offers a \$15,000 bonus for a newly hired Senior Civil Engineer paid over a two-year period).***

**The City of Palm Springs provides a comprehensive benefit program for employees including:**

- Medical, Dental, & Vision Insurance.
- Retiree Health Savings Plan.
- Life Insurance.
- Long Term Disability Plan.
- Employee paid Supplemental Insurance Programs.
- Employee paid Deferred Compensation Program.
- Employee Assistance Program.
- Tuition Reimbursement Program.
- Retirement Plan through California Public Employees' Retirement System (CalPERS).
- Benefit program details vary by work unit and bargaining contracts. Click here to view additional information and bargaining unit contracts.
- The City does not participate in the Social Security program, except for the mandatory 1.45% Medicare contribution for all regular positions.

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

This position will be open until filled. Resumes will be reviewed upon receipt. Interviews for qualified candidates will be scheduled immediately thereafter.

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/palm-springs-sr-civil-eng/>.

Resumes should reflect years and months of positions held.

For additional information, please contact:



**Koff & Associates**  
A Gallagher Company

Frank Rojas  
Phone (510) 495-0448  
[frank\\_rojas@ajg.com](mailto:frank_rojas@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 City interviews. Extensive reference and background checks will be completed on the selected candidate.

