



CITY ENGINEER



> THE COMMUNITY

The City of Rialto, known as “The Bridge to Progress” city, is in San Bernardino County and is home to a highly diverse community of over 100,000 residents. Conveniently located close to some of the State’s majestic snow-capped mountains, tranquil deserts, and pristine beaches, Rialto offers unique recreational opportunities for every lifestyle. Whatever the recreational or artistic pursuits, they can be found close at hand and include skiing in Big Bear; golfing in Palm Springs; shopping on Rodeo Drive; surfing at Malibu; or visiting Disneyland, the Music Center, Hollywood, historic mission sites, or the National Orange Show. Striving to become a leader in sustainability, the City has strategically focused on striking a balance between visitors, businesses, and residents.

Rialto is a growing and thriving community with a strong economic engine served by two interstates, a large regional railroad terminal, a Metrolink line and station, and multiple OmniTrans bus routes. Home to several major regional distribution centers—Amazon, Medline, Niagara, Monster Energy, Staples, Under Armour, Target, and Pyro Spectaculars (one of the United States’ largest fireworks companies)—Rialto continues to expand not only its industrial base, but also its residential and commercial base. Embracing the concept of family, prosperity, and a commitment to a better way of living, Rialto is emerging as one of several cities in the Inland Empire that is thriving due to a rich culture and an exceptional, friendly business environment, as well as a commitment to quality education and unmatched hospitality. In addition to its forward-thinking philosophy and drive, Rialto cherishes its history, diversity, and natural environment to further provide the community with a high level of quality living.

> GOVERNANCE

The City of Rialto was incorporated in 1911 as a general law city and operates under a Council/City Manager form of government. The Mayor and four Council Members govern Rialto based upon a common priority of ensuring continued enhancement of quality of life for its residents and visitors. They are each elected at large to four-year staggered terms. The Mayor and Council serve as the legislative body primarily responsible for the overall policies and legislative direction of the City. The Mayor and Council appoints the City Manager and City Attorney. The City Clerk and Treasurer are elected by the voters. Rialto is a full-service city with an adopted Fiscal Year 2025 General Fund Budget of \$148 million. Rialto relies on a workforce of 478 full-time and 135 part-time employees who provide a full array of municipal services through

the following Departments: Police, Fire, Public Works, Community Services (Parks & Recreation), Finance, Community Development (i.e., Development Services: Planning, Building, and Economic Development), Public Utilities (Water and Wastewater), Human Resources & Risk Management, Information Technology, and Management Services. To learn more about the City of Rialto, go to: <https://www.yourrialto.com/>

> THE DEPARTMENT

The Public Works Department’s mission is to enhance the quality of life in Rialto by improving its infrastructure through innovative techniques, dedicated service, and commitment to customer care. The Department coordinates and provides direct services related to: engineering services; building maintenance for all City facilities; fleet services; graffiti removal; infrastructure; streets; traffic safety including signage and striping; tree trimming; and waste management. The Engineering Division is a part of the Public Works Department and is divided into two areas of responsibility: land development and capital improvement projects. The land development section is comprised of four engineers, a permit technician, three construction inspectors, and an engineering manager, while the capital improvement projects section is comprised of two engineers and an engineering manager. A contract traffic engineer is also employed. To learn more about the Public Works department, click [here](#). To learn more about the engineering services division, click [here](#).

> THE POSITION

The City Engineer, under the administrative direction of the Public Works Director, plans, manages, oversees, and directs the operations and services of the Engineering Division. This includes: technical engineering services, general administration, development and evaluation of public facilities and engineering programs; oversight and management of land development services; traffic engineering and the implementation of capital improvement projects; performing the most complex and difficult work of staff responsible for providing the Division’s services to the City; managing projects and contracts; performing research and administrative or technical activities necessary to achieve objectives; coordinating assigned activities with other divisions, departments, and outside agencies; providing highly responsible and complex administrative support to the Director of Public Works; and performing other related duties as required. To learn more about our Capital Improvement Program, click [here](#).





Key Functions include, but are not limited to, the following:

- Has management responsibility for all services and activities of the Engineering Division. Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff and consultants providing professional engineering services in the design and construction of public works projects including streets, parks, facilities, and water/wastewater facilities.
- Serves as City Engineer and technical advisor to the Public Works Director, City Manager, City Council, and department heads concerning facilities, engineering proposals, and programs.
- Develops, implements, and maintains Engineering Division goals, objectives, policies, and priorities and ensures these are achieved; recommends and administers policies and procedures.
- Oversees and participates in the division's annual budget; participates in the forecast of funds needed; monitors and approves expenditures; implements adjustments.
- Prepares and/or reviews professional civil engineering designs for assigned projects; performs detailed calculations and computations; prepares and/or reviews the adequacy and accuracy of computations, preliminary layouts, and design work.
- Serves as project manager on complex engineering studies and projects; administers construction and professional services contracts; monitors project budget; inspects work in progress and conducts final inspections; ensures compliance with contractual obligations; ensures compliance with applicable codes and regulations; and provides resolutions to construction problems.
- Oversees the bidding process for capital projects.
- Reviews land development plans, subdivision maps, and grading plans for compliance purposes.
- Attends and participates in community meetings regarding the impact of proposed construction; responds to citizen complaints.
- Attends meetings of a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.
- Other duties as assigned. A complete list of functions and qualifications can be found [here](#).

> IDEAL CANDIDATE

The ideal candidate will be a strong communicator with high initiative for taking ownership of important and complex projects, who demonstrates effective and collaborative leadership within the Engineering Division, the greater Public Works Department, City government, City Council, and important external stakeholders. The incumbent will manage both land development and capital improvements but have a special strength in land development. The ability to work effectively with developers is key, as are negotiation skills. Critical skills in balancing both a culture focused on supporting the development of the community but can also protect, defend and advocate for the best interests of the City. Strong experience in working with a passionate and involved City Council is key. The ability to effectively motivate and lead professional and support staff is essential, for both City employees and contractors. Demonstrated emotional intelligence. Thorough experience in presenting before City Council is very important. A strong work ethic and a proven track record of working to ensure the effective and timely completion and delivery of projects. Experience in writing SOPs and otherwise documenting process and implementing them will be an important part of the work.

> KEY ATTRIBUTES AND CHARACTERISTICS

- A strong leader who shares the vision of the Council, City Manager, Assistant City Manager, and community, and who can advocate, articulate, and implement that vision. A manager who blends innovation and creativity; someone who can think outside the box and continue moving the City in a positive direction.
- A professional who upholds the values of the City of Rialto while building positive employee working relations and respecting the richness of cultures and diversity.
- A friendly, approachable leader who is actively engaged in the community to ensure quality customer service.
- A communicative leader with the highest integrity, character, and ethics.
- A manager who values and openly demonstrates an appreciation for and connection with staff and has the ability to maintain and build trust and actively listen.

- A leader who combines strong technical skills with being a change agent that can help bring the essential functions of the Engineering Division to the next level.
- A leader who keeps their eye on departmental and City goals, but also highly values, respects, and develops their staff.
- The incumbent will know how to keep the day-to-day together but keep a strong focus on the big picture and understand how all the moving parts of the organization and its goals fit together.
- An insightful professional with a keen eye toward developing and maintaining relationships across the Agency and who is an adept communicator.
- Our City is on the cusp of major positive change. We seek a City Engineer who embraces that challenge.

➤ QUALIFICATIONS

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of professional level engineering experience involving program development experience and/or project management experience, including two years at a supervisory or senior level.

Training:

A Bachelor's degree in public administration, business administration, civil or mechanical engineering, or a closely related field. A Master's degree in a related field is highly desirable.

Licenses and Certifications:

Registration as a professional Civil Engineer in the State of California. Possession of a State of California driver's license and the ability to maintain insurability under the City's vehicle insurance program.

➤ COMPENSATION AND BENEFITS

The Salary for the City Engineer is \$142,980 - \$191,604. There is a 7.5% incentive for incumbents with a Master's degree.

In addition to a competitive salary, the City offers an attractive compensation and benefit package that includes:

- **Retirement** - Participation in the California Public Employees' Retirement System (CalPERS). Classic Member 2.7% at 55; New member 2% at 62. Candidates should be aware that the City does not participate in Social Security except for the Medicare portion (1.45%).
- **Medical / Dental** - City Contribution of \$1,800 towards health, dental and vision.
- **Deferred Compensation** - City contribution of \$400.00 per month.
- **City Paid Premiums towards Life Insurance/ AD&D and Long-Term Disability.**
- **Educational Incentive** - 7.5% for Master of Arts or Science degree.

- **Educational Reimbursement** - Up to two thousand five hundred dollars (\$2,500) per fiscal year for expenses for tuition and books.
- **Administrative Leave** - 120 hours per fiscal year.
- **Vacation** - 80 hours awarded upon completion of 365 days, then accrue 6 hours per pay period for years 1-4.
- **Sick Leave** - 120 hours per fiscal year.
- **Holidays** - 13 per year.

Click [here](#) to review our benefits in more depth.

➤ APPLICATION PROCESS

The final filing date is Friday, October 4th, 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/rialto-city-engineer/>. 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.



The City of Rialto is an equal opportunity employer and does not discriminate on any basis protected in California or Federal law.