



CITY OF

PASADENA

Water Resources and Planning

PRINCIPAL ENGINEER ASSOCIATE ENGINEER

\$157,007 - \$196,258 Annually (Principal)

\$116,421 - \$145,526 Annually (Associate)



Koff & Associates
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THE CITY

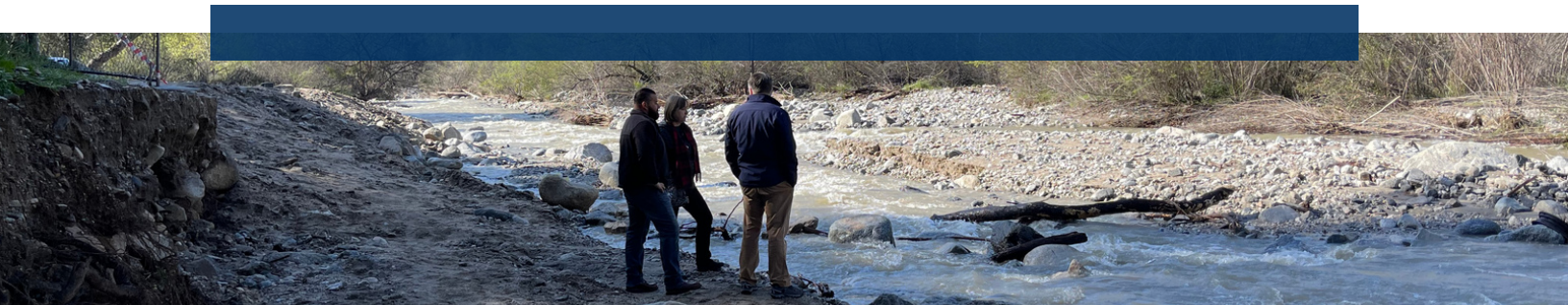
Pasadena, California is a vibrant and diverse community located at the base of the San Gabriel Mountains, just northeast of downtown Los Angeles. Internationally recognized for the Tournament of Roses Parade and Rose Bowl Game, Pasadena offers an exceptional quality of life, blending historic charm, cultural richness, and innovation. The city is home to world-renowned institutions, including the California Institute of Technology (Caltech) and Jet Propulsion Laboratory (JPL), as well as thriving business districts, distinctive neighborhoods, and an active arts and cultural scene.

As a full-service municipal organization, the City of Pasadena is committed to providing high-quality services through a collaborative, forward-thinking, and customer-focused approach. Residents enjoy outstanding parks and recreational amenities, acclaimed museums and theaters, excellent educational opportunities, and a strong sense of community engagement. With its reputation for excellence, innovation, and public service, Pasadena continues to be one of Southern California's most desirable places to live, work, and visit.

THE GOVERNMENT

The City of Pasadena operates under a council-manager form of government and is recognized for delivering high-quality municipal services through a collaborative and customer-focused organization. The City provides a full range of services to its residents and businesses through departments, including Finance, Fire, Housing, Human Resources, Information Technology, Parks, Recreation and Community Services, Public Library, Planning and Community Development, Police, Public Health, Public Works, Rent Stabilization, Transportation, and Water & Power. Pasadena's leadership is committed to fiscal stewardship, operational excellence, innovation, and community engagement, ensuring services are responsive to the evolving needs of one of Southern California's most dynamic communities.

Supporting a population of approximately 140,000 residents, the City organization is dedicated to preserving Pasadena's unique character while advancing strategic initiatives that promote economic vitality, public safety, sustainability, and exceptional quality of life. Pasadena's reputation for professional leadership, forward-thinking management, and service excellence has made it a destination employer for public sector professionals seeking meaningful opportunities to serve a vibrant and engaged community.





THE DEPARTMENT

The Pasadena Water and Power Department is a community-owned municipal utility providing electricity and water services to its customers. Its priorities include reliability, responsiveness to customers, competitive rates, and environmental stewardship to ensure sustainability and growth for the future. The Water Resources and Planning division oversees the water resource planning, groundwater sustainability initiatives, and capital investments that support reliable service and long-term resiliency. Through collaboration with regional partners, and as a member agency of The Metropolitan Water District of Southern California and the Raymond Basin Management Board, Water Resources and Planning provides to secure and manage Pasadena's water future while ensuring compliance with evolving regulatory requirements and advancing innovative solutions for sustainable water management.

THE POSITIONS

PRINCIPAL ENGINEER

The Principal Engineer is a section-level engineering leader responsible for planning, directing, supervising, and reviewing the work of professional and para-professional engineering teams across a variety of complex projects and programs. The position oversees the preparation of short and long-term programs and initiatives for the City's water resources; develops and implements integrated resources planning documents; and performs project management activities, prioritizes project work, manages budgets and costs, and ensures work is completed in alignment with project goals.

In this role, the Principal Engineer serves as a project manager or project engineer for capital and feasibility planning, project development, and environmental regulations and compliance. The position also manages contract administration, oversees consultants, and prepares and submits studies and reports to regulatory agencies.

The Principal Engineer performs difficult and specialized engineering work, including design, research, analysis, economic evaluation, grant preparation, and project reporting. The position participates in the development and administration of the Capital Improvement Program and operating budgets, monitors expenses and implements cost containment, and maintains engineering and administrative records.

THE POSITIONS continued

This role also supervises, trains, evaluates, and supports the professional development of assigned staff, while building effective working relationships with contractors, vendors, outside agencies, the public, and City staff. The Principal Engineer represents the City at public and joint powers meetings, reviews plans and reports prepared by consultants and public and private enterprises, and stays current on new regulations and engineering practices.

ASSOCIATE ENGINEER

The Associate Engineer is an experienced, skilled engineer who performs complex engineering assignments with a high degree of independence. The position is responsible for conducting engineering studies and analyses, developing plans and proposals, reviewing designs and calculations, monitoring contracts for compliance, and supporting current and future regulatory requirements. The Associate Engineer exercises independent judgment in project design, plan review, problem-solving, and engineering recommendations.

Working in both office and field environments, the Associate Engineer participates in multiple phases of project delivery, including engineering planning, environmental review, regulatory permitting, budgeting, and cost control.

The position prepares plans, specifications, estimates, reports, and contract documents; evaluates bids and proposals; coordinates with consultants, contractors, and regulatory agencies; and helps ensure projects are completed in accordance with applicable standards, schedules, and budgets.



The Associate Engineer also coordinates and oversees the work of professional and technical staff, provides technical guidance, supports grant funding efforts, performs engineering research and analyses, and develops solutions to complex engineering challenges. Success in the role requires strong technical expertise, project management skills, effective communication, and the ability to build collaborative relationships with City staff, outside agencies, contractors, and the public.



THE IDEAL CANDIDATE

Principal Engineer (Water Resources And Planning)

The City of Pasadena seeks a collaborative and strategic engineering leader to serve as its next Principal Engineer in the Water Resources and Planning division. This position oversees critical water resource programs, capital improvement projects, regulatory compliance efforts, and engineering operations that support the City's long-term water reliability and sustainability goals. The Principal Engineer provides technical leadership for complex infrastructure initiatives, including state reporting requirements, Raymond Basin Management Board coordination, and implementation of major water supply projects such as groundwater replenishment, indirect potable reuse, and supply optimization efforts.

The ideal candidate is an experienced project manager who excels at balancing multiple priorities, coordinating cross-functional teams, and delivering timely, data-driven solutions. They will manage engineering studies, perform financial and economic analyses related to water supply and infrastructure investments, shape and strategize the department's water resources and planning programs and initiatives, and oversee regulatory compliance reporting while serving as a key liaison with operations staff, external agencies, leadership, and community stakeholders. Success in this role requires strong technical expertise, exceptional organizational skills, sound and independent judgment, and the ability to lead complex projects and programs from conception through implementation and to foster a high-performance, service-oriented environment.

Associate Engineer (Water Resources And Planning)

The ideal candidate is a quick-learning and adaptable engineering professional with strong analytical and project management skills. They will support critical initiatives such as data assessments, complex analysis, and water supply projections, while effectively managing multiple priorities and tight deadlines. This individual thrives in a fast-paced environment, works well with limited direction, collaborates effectively with operations staff, and consistently delivers accurate, high-quality results under pressure.



MINIMUM QUALIFICATIONS

Education, Experience and Certifications:

PRINCIPAL ENGINEER:

- Any combination of education and/or experience that provides the knowledge, skills, and abilities necessary for acceptable job performance would qualify. For example: Graduation from college with a major in engineering and four years of professional experience in the field of engineering design, field surveying, engineering inspection, water quality, or engineering and architectural plan checking, including two years of supervisory experience.
- Must have a valid Certificate of Registration as a Professional Engineer issued by the State of California.
- Must possess a Class C California driver's license and a satisfactory driving record.

ASSOCIATE ENGINEER:

- Any combination of education and/or experience that provides the knowledge, skills, and abilities necessary for acceptable job performance would qualify. For example: Graduation from college with a Bachelor's degree in civil engineering, an Engineer in Training (EIT) or Land Surveyor in Training (LSIT) certification issued by the California State Board of Registration for Professional Engineers, and two years of recent professional experience.
- Must possess a Class C California driver's license and a satisfactory driving record.

COMPENSATION & BENEFITS

The salary range for the positions is:

Principal Engineer: \$157,007 - \$196,258 annually

Associate Engineer: \$116,421 - \$145,526 annually

The City of Pasadena offers a generous benefit package that includes:

CalPERS Retirement: 2.5% @ 55 for Classic members (employee pays 9.25%); 2% @ 62 formula for new members (employee pays 7.75%, which is half of the total normal cost). The City does not participate in Social Security.

Health Insurance: The City provides an allowance to assist with medical premiums. In 2026, the allowance for Employee + 2 or more dependents is \$2,386.57 per month (Employee only = \$917.91; Employee + 1 = \$1,835.82), and contributions are adjusted annually.

Dental Insurance: The City contributes 100% of the employee's premium and contributes \$80.00 toward dependent coverage.

Vision Insurance: The City offers vision care plans for employees. Enrollment is optional, and the premium is paid by the employee.

Vacation Leave: Accrual rate of 80 to 160 hours per year based on years of service.

Management Time Off: Annual allotment of 40 hours of MTO provided each calendar year.

Life Insurance: The City provides life insurance and accidental death and dismemberment coverage in the amount of \$75,000.

Group Long-Term Disability Insurance: The City pays for the core long-term disability policy and offers voluntary long-term disability that insures up to 66 2/3% of employees' salary up to a maximum of \$8,000 per month.

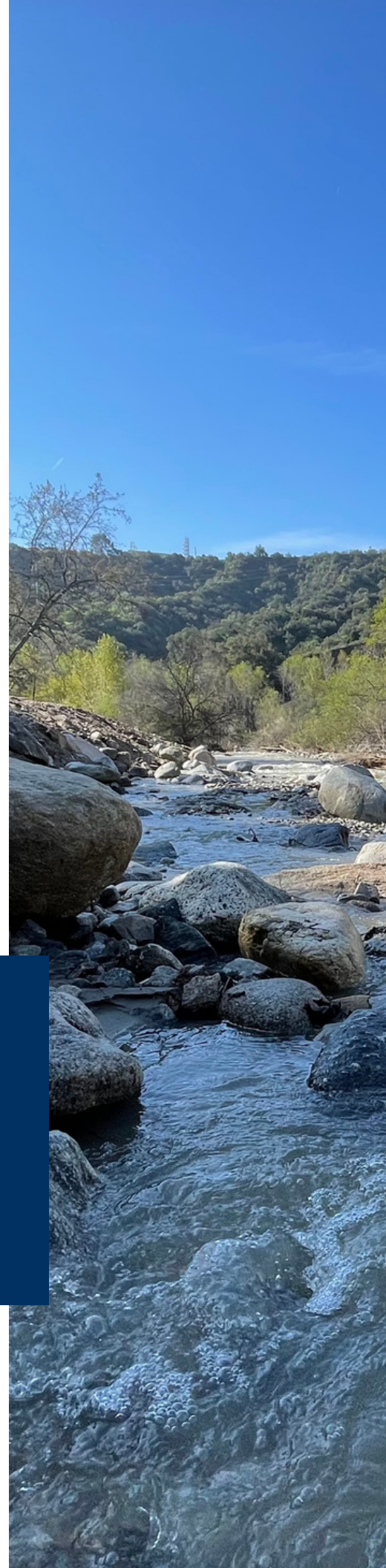
Sick Leave: Up to 80 hours of sick leave accrued per year.

Holidays: Eleven (11) paid holidays.

Tuition Reimbursement: The City will reimburse up to \$5,000 per fiscal year for pre-approved courses.

Professional/Personal Development Allowance: Annual allowance of \$750

Schedule: The City administration operates on a "9/80" schedule, closing on alternate Fridays.



Application & Recruitment Process

The final filling date is September 4, 2026

To be considered, please electronically submit your resume, cover letter, and a list of three professional references (references will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/principal-engineer-water-resources-and-planning/>

For additional information, please contact:

Chelsea Freeman

510.570.3844

chelsea_freeman@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, a Gallagher Company, 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.



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