



# CITY OF RANCHO PALOS VERDES

## JOB ANNOUNCEMENT

### PRINCIPAL CIVIL ENGINEER

#### Examination No. 15-006

- SALARY RANGE:** \$84,809 - \$143,593 annually
- FILING DEADLINE:** Applications will be accepted until 5:30 p.m. on MONDAY NOVEMBER 3, 2014.
- JOB LOCATION:** There is a current vacancy for a Principal Civil Engineer in the Public Works Department at Rancho Palos Verdes City Hall located at 30940 Hawthorne Blvd, Rancho Palos Verdes, CA 90275. The Eligible List resulting from this announcement may be used to fill any future vacancies.
- JOB SUMMARY:** The essential functions of the Principal Civil Engineer may vary depending upon assignment, and may include: Reviewing and / or preparing plans, specifications, cost estimates, reports, correspondence, plats, petitions, diagrams, profiles and cross-sections, and project submittals for public improvement projects; Utilizing advanced engineering mathematics to make accurate and complete computations and studies to determine appropriate capacities, stresses, construction material requirements, grades, drainage, and traffic requirements; Acting on behalf of the City in meeting with and resolving engineering problems with project contractors, private engineers, property owners, the public, developers and utility representatives; Researching, preparing, and presenting detailed reports on engineering related subjects; Making field visits to verify conditions; Confering with other City officials to verify research information and decisions, and applying engineering principles and procedures to analyze data and develop recommendations; Attending meetings, participating in studies with other City departments or outside agencies, and providing technical assistance as directed; Reviewing and recommending modifications or approval of proposed public facilities within subdivision developments; Coordinating or supervising consultant services and evaluating and reviewing consultant work to assure conformance with contract specifications and City and State requirements; Managing department, multi-departmental, and / or multi-agency studies to provide project engineering analysis and input, conducting detailed research, preparing extensive written reports, and participating in meetings to explain findings and recommendations, and to explain and implement the City's position on Engineering and related matters; May provide staff support to citizen advisory committees; Preparing and checking legal descriptions; Participating in departmental goal setting, staff performance evaluations, and providing training to departmental staff; Independently generating correspondences, memoranda, reports, and studies associated with the tasks above; Preparing the departmental budget; Leading program development and management of specific assigned program areas; Analyzing and resolving problems to ensure compliance with regulatory performance standards and specifications; Verifying quantities, dimensions, safety requirements, and quality of work for engineering projects; Processing encroachment permit applications; Developing and implementing construction standards, specifications, and engineering design criteria for City infrastructure; Projecting a broad plan of public works improvements; Selecting, training, supervising, and directing the work of subordinates, and consistently applying policies and procedures in an equitable manner; Managing employees, confidential assignments, discipline, and performance appraisals; Managing employee performance through establishment and communication of clear expectations, and evaluating performance in a timely, fair, and professional manner; Performing additional tasks and duties as assigned by the department director; and may serve as acting Director in the absence of the Director of Public Works.
- REQUIREMENTS:** Bachelor's degree in construction management, civil engineering, architecture, or a closely related field from an accredited college or university and five years of verifiable professional and civil engineering experience (with at least three years of direct supervisory responsibility) is required. Licenses, Certificates, and Registrations: Possession of a current Certificate of Registration as a civil engineer in the State of California is required. Possession of a current valid Class C California Driver's License.
- EVALUATION AND SELECTION FACTORS:** Expert knowledge of standard engineering concepts and practices as they apply to private construction activity and public capital improvement and maintenance projects. Techniques and methods utilized in engineering plan review of complex private development projects and public capital improvement and maintenance projects. Modern developments in current literature concerning, and sources of information regarding, public sector civil engineering. Knowledge of the Subdivision Map Act and engineering calculation methods and techniques. Organization, structure, operations of, and legal authority for municipal government in California. Familiarity with Public Works contracting code requirements for the State of California. Advanced administrative, supervisory and management principles and application including goal setting, program development, implementation and evaluation, project management, and supervision of staff both directly and via subordinate levels of supervision; Correct English usage, spelling, grammar and punctuation. Expert knowledge of methods, materials, and techniques used in the construction of public works projects; Working understanding of Geographic Information Systems (GIS) programs and operate a personal computer equipped with Microsoft Office applications and associated planning-specific software. Satisfactorily perform required duties, reason logically and creatively, demonstrate initiative, work independently and on project matrix teams. Legally operate a motor vehicle in the State of California.
- SELECTION PROCESS:** Based on an evaluation of information contained in the employment application and details from the resume, the most qualified applicants will be invited to participate in an oral interview.
- HOW TO APPLY:** Applicants must complete and submit a City of Rancho Palos Verdes employment application, and resume describing the education and experience pertinent to the position. Application materials are available online at <http://www.palosverdes.com/rpv/citymanager/employment/index.cfm>, in person at Rancho Palos Verdes City Hall, 30940 Hawthorne Blvd, Rancho Palos Verdes, CA 90275; or by calling (310) 544-5331. Completed application materials may be submitted in person at the above address or mailed to: City of Rancho Palos Verdes, Attn: Human Resources, 30940 Hawthorne Blvd, Rancho Palos Verdes, CA 90275-5391.

DATE: October 13, 2014