The City of Pleasant Hill

Invites Applications For

SENIOR CIVIL ENGINEER

Land Development Section

Monthly Salary: $11,076 to $14,730

Eff. 9/1/2024: 3.25% COLA ($11,436 to $15,208)
Eff. 9/1/2025: 3.5% COLA ($11,837 to $15,741)

Application Deadline: Wednesday, July 31, 2024 at 5:00 PM

THE POSITION
Under the direction of the Public Works Director, or designee, the Senior Civil Engineer will perform complex professional municipal engineering duties and will lead and control the activities of the Land Development Section and may be responsible for other areas of engineering (secondary duties) as assigned. The incumbent will exercise a full range of supervisory authority and responsibilities over assigned professional engineering and technical personnel, who may, in turn, direct the work of others. The Senior Civil Engineer will participate in departmental projects and tasks with the Planning, Building, and Maintenance staff and perform other work as assigned. The Senior Civil Engineer may occasionally serve as the Acting City Engineer and will also be assigned to serve as the Engineering representative for several commissions.

IDEAL CANDIDATE
The ideal candidate will possess strong ethics, be a problem solver with a service focus and highly responsive. They will thrive in and foster a team-oriented and collaborative environment. Minimum of four years’ experience as a licensed Professional Engineer in Civil Engineering work with emphasis in Land Development at an Associate level or higher at a municipal agency or equivalent project management position in the private sector.

EXAMPLES OF DUTIES
The Senior Civil Engineer receives general direction from the City Engineer and exercises direct supervision over professional and technical staff. Duties may include, but are not limited to, the following:

- Coordinate, supervise and perform responsible engineering work in connection with municipal public work projects; prepare and supervise the design of engineering plans and specifications for the construction of streets, storm drains, parks, signals and buildings and other improvements; gather data, make calculations, and recommend alternatives.
- As project engineer, perform design work including preparation of preliminary drawings, finished plans, specifications, and estimates.
- Inspect and supervise the checking of structure and/or subdivision plans for conformance to City standards; participate in the final inspection of capital improvement projects for compliance with City specifications; and prepare conditions for land use and development permits.
• Interpret the application of design criteria; check plans and specifications for accuracy of design and completeness; supervise right-of-way engineering work; review subdivision maps, improvement plans, and other engineering designs for compliance with City standards.
• Determine the need for materials, supplies and equipment, and prepare requisitions and requests. Prepare cost estimates for labor, equipment, and material to accomplish various maintenance projects.
• Administer the encroachment permit process, including issuance of permits and inspection of the work for compliance with City standards.
• Make presentations to the City Council, City Commissions, and various public agencies and community groups.
• Assist in budget preparation and administration. Supervise, train and evaluate professional and technical subordinates.
• Perform related duties as assigned.

QUALIFICATIONS
Knowledge of:
• Principles and practices of engineering.
• Modern methods and techniques used in; the design and construction of a wide variety of public works engineering projects.
• Modern developments, current literature and sources of information regarding the assigned area of engineering.
• Applicable laws and regulatory codes relevant to design and construction in the area of assignment.

Ability to:
• Plan, assign, determine priorities, and supervise work of sub-professional and professional engineering personnel; ability to make independent investigations in the review of engineering problems; ability to determine adherence to engineering specifications on a variety of public works improvement and construction projects.
• Explain technical issues to non-professional people and to deal effectively with developers, civil engineers, consultants, City staff, City Council, Commission members and general public.
• Interpret diagrams, drawings, specifications, contracts, technical journals and other information pertaining to assigned areas of responsibility.

EXPERIENCE AND EDUCATION
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: Four years experience in professional engineering work in area of assignment including one year of supervisory experience.

Education: Equivalent to a Bachelor’s degree from an accredited college or university with major work in civil engineering or a closely related field.

LICENSE OR CERTIFICATE
Possession of a Certificate or Registration as a professional engineer in the state of California. Possession of, or ability to obtain, an appropriate California driver's license and a satisfactory driving record.
COMPENSATION & BENEFITS:
The City offers a competitive compensation and benefit package:

- **Salary:** Monthly Salary: $11,076 to $14,730; Annual Salary: $132,912 to $176,760. Appointment will be based on the qualifications and experience of the selected candidate. Effective 9/1/2024: 3.25% COLA ($11,436 to $15,208). Effective 9/1/2025: 3.5% COLA ($11,837 to $15,741).

- **Health/Medical Benefit:** Choice of coverage with Kaiser or Blue Shield. The City pays 75% of the Kaiser monthly premium at each coverage level. In lieu of medical coverage, the employee may elect to receive $400 (employee only coverage) or $500 (employee + 1 coverage) or $600 (family coverage) in a pre-tax contribution into a MissionSquare Retirement 457 deferred compensation plan.

- **Dental & Vision Coverage:** City-paid dental and vision plan for employee and eligible dependents.

- **Retirement:** CalPERS enrollment in either 2%@60 (Classic Member) or 2%@62 (PEPRA New Member).

- **MissionSquare Deferred Compensation, 401 (a), and Roth IRA Plans:** City pays 3% salary into 401(a) plan. Voluntary plans available to all employees.

- **Retirement Health Savings Program:** City contributes $225 per month.

- **Holidays:** City recognizes 14 paid holidays per year.

- **Life Insurance:** City provided life insurance (1x annual salary).

- **Long Term Disability:** City-paid long-term disability coverage.

- **Flexible Spending Plans:** Dependent care and out-of-pocket medical costs may be paid on a pre-tax basis.

- **Sick Leave:** Earned at the rate of one day per month.

- **Vacation:** Up to 25 days of vacation based on years of service.

- **Administrative Leave:** Up to 16 hours per month.

- **Hybrid Work Schedule:** remote/telework up to 2 days/week.

APPLICATION
A completed application and supplemental questionnaire must be submitted online at CalOpps via the following link https://www.calopps.org/city-of-pleasant-hill. Deadline to apply is 5:00 p.m. on July 31, 2024. Resumes are not accepted in lieu of the City application.

SELECTION
The most qualified candidates will be invited for an oral board interview, based on background and experience as evidenced by their application. This position is assigned to Land Development section, therefore experience in this area is required. To be placed on an eligibility list, an applicant must receive a passing score of 70 or more from each member of the oral board panel and on the written exam.

EMPLOYMENT INFORMATION
Employment offers are contingent upon successful completion of a pre-employment physical exam and background check, including fingerprinting.

IMMIGRATION REFORM AND CONTROL ACT
To comply with the Immigration Reform and Control Act, all new employees are required to provide proof of U.S. citizenship or authorization to work in the United States on their first day of employment.

EQUAL OPPORTUNITY EMPLOYER
The City of Pleasant Hill is an Equal Opportunity Employer. In accordance with the Americans with Disabilities Act of 1990 (ADA), requests for special accommodations during any stage of the examination process should be made in advance to the Human Resources Department.