



DEPUTY DIRECTOR OF PUBLIC WORKS/ CITY ENGINEER

SALARY RANGE \$11,906.30 – \$14,472.17 per month
FINAL FILING DATE Sunday, February 19, 2023 at 11:59pm
POSITION TYPE Full Time
EXAM TYPE Open/Competitive
HOW TO APPLY <https://www.calopps.org/city-of-seal-beach>



POSITION

Under administrative direction of the Director of Public Works, this position will be responsible for managing the activities and services of key functional areas within the Public Works Department, including Engineering (streets, traffic, and land development) and Capital Projects (planning, design, and construction). The Deputy Public Works Director/City Engineer will be responsible for implementing the Capital Improvement Program and have a significant role in developing and monitoring the Public Works Department budget. In addition to oversight of the entire Capital Improvement Program, this position may also directly manage the planning, design, and/or construction phases of selected projects; and provide general oversight to the Public Work's Maintenance and Operations Division (water, sewer, storm drain, building, beach & pier, streets, fleet, and landscaping). The Deputy Public Works Director/City Engineer will coordinate Public Works Department activities with other City departments, divisions, and outside agencies, and provide highly responsible administrative and technical support to the Director of Public Works, including serving as the acting Director of Public Works in the Director's absence.

SUPERVISION RECEIVED AND EXERCISED

This position receives general direction from Director of Public Works, and exercises direct supervision over assigned personnel.

EXAMPLES OF TYPICAL JOB FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

1. Develop and oversee implementation of goals, objectives, policies, and recommend, within departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.
2. Plan, direct and manage all services and activities, including the design, construction, and maintenance of related activities. Administers environmental quality standards and programs associated with FEMA floodplain administration, NPDES, FOG, and water quality compliance.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct, coordinate, and review the work plan; meet with staff to identify and resolve problems; assigns work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
5. Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Develop and recommend assigned budgets; manage and administer the budgets; forecast funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; update cost recovery fee schedule, direct and implement adjustments as necessary.
7. Monitor State and Federal legislation related to contemporary public works issues and applies for applicable funding opportunities.
8. Coordinate and implement the City-wide capital improvement program and budget; supervise construction management and inspection activities.
9. Confer with developers, architects, engineers, and contractors; supervise the development section, including land use applications, plan checking and permit issuance, subdivisions, and inspections of development projects.
10. Develop and implement City-wide programs and strategic initiatives such as street rehabilitation, computerized asset and maintenance management, emergency planning and preparedness, facilities master plans, utilities master plan, traffic master plan, capital improvement projects and/or various fee programs.
11. Direct traffic engineering activities; resolve traffic issues and complaints; oversee transportation planning activities.

12. Serve as liaison for with other departments, divisions, and outside agencies.
13. Provide responsible staff assistance to the Director of Public Works.
14. Conduct a variety of organizational studies, investigations, and operational studies; develop and implement modifications to programs, policies, and procedures as appropriate.
15. Participate on and/or support a variety of boards and commissions; provide staff support and prepare staff reports as required.
16. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field.
17. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
18. Prepare reports and analysis for City Council and City Staff.
19. Ensure compliance with Public Contracts Code, Federal and State laws, local ordinances, and regulations.
20. Perform related duties and responsibilities as required.

IDEAL CANDIDATE

The ideal candidate will be an effective leader who is approachable, collaborative, motivational, proactive, positive, fair, flexible, creative, and accountable to deliver the best possible outcomes in an ethical and transparent manner. The ideal candidate will be an excellent administrator with a strong background in public agency budgeting and supervision and mentoring of professional staff. The ideal candidate will have excellent written and oral communication skills as well as interpersonal skills to provide high quality customer service and to effectively coordinate, collaborate, and interact with a variety of internal and external stakeholders. The ideal candidate will have broad experience in public works, with a demonstrated ability to successfully manage delivery of a large number of varied projects, programs and activities on time and within budget.

QUALIFICATIONS

Knowledge of:

- Contemporary methods, techniques, principles and practices of public administration and local government operations related to public works and engineering operations.
- Construction principles and practices in the public works industry.
- Principles of organization, administration, budget, financial and personnel management.
- Project management systems, purchasing procedures and inventory techniques.
- Research techniques, methods and procedures and report presentation; computer use and techniques; proper interpretation and decision-making in accordance with laws, rules and polices.
- Pertinent Federal, State and local laws, codes and regulations, such as CEQA, NPDES and State/County water quality guidelines.

Ability to:

- Select, supervise, motivate, train, and evaluate personnel.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those supervised and contacted in the course of work.
- Plan, communicate, delegate, and monitor a variety of concurrent projects, prepare, maintain, and interpret records and reports.
- Evaluate operations and problems, recommend, and implement efficiency and productivity improvements.
- Administer and oversee operation of citywide GIS system and implement and manage computerized maintenance management systems.

EXPERIENCE

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 Eight (8) years of increasingly responsible professional engineering experience. Experience as a direct employee of a public sector agency (not as a consultant or contractor) is highly desirable.

EDUCATION A Bachelor's degree from an accredited college or university with major course work in civil engineering, or a related field is required. Master's Degree is desirable.

LICENSE Possession of a valid registration as a Professional Civil Engineer in the State of California. Possession of a valid Class C California driver's license.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City meeting sites and occasional field inspections; vision to read printed materials and on a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is

primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

BENEFITS

RETIREMENT	Miscellaneous employees shall pay the full 7% of their CalPERS required contribution of their compensation earnable. The City shall provide PERS Section 21354 – 2% @ 55 for miscellaneous members. New employees/members hired on or after January 1, 2013 as defined by the Public Employees’ Pension Reform Act (PEPRA) will be hired at the retirement formula in accordance with the PEPRA and other legislation.
DEFERRED COMPENSATION	City contributes (3.5%) of base salary per pay period to an ICMA 457 deferred compensation program on behalf of employee.
VACATION	80+ hours based on years of City service.
SICK LEAVE	One (1) eight (8) hour day per month of service.
HOLIDAYS	Twelve (12) holidays per year.
ADMINISTRATIVE LEAVE	Forty (40) hours of administrative leave per fiscal year.
INSURANCE	The City provides a comprehensive insurance program through a full flex cafeteria plan for all full-time employees, including health, dental, and vision plans. The City also provides for the employee’s dependent health insurance. The Holman Group, an employee assistance program, is available to employees and their families for confidential, short-term counseling.
LIFE INSURANCE	City contributes (100%) towards a \$50,000 life insurance policy.
TUITION REIMBURSEMENT	Tuition Reimbursement is capped each calendar year at the rate of the California State University system for up to two (2) semesters of full- time undergraduate enrollment.

SECTION 125 PLAN Allows employee to set aside funds to cover medical and dependent care expenses (pre-tax dollars).

SELECTION PROCEDURE

Please note that only online applications submitted via CalOpps are being accepted for this recruitment. Faxes, emails, or postmarks will not be accepted.

Those applicants who appear best qualified based on application materials submitted will be invited to any combination of written, performance and/or oral interview to further evaluate their job-related experience, education, knowledge, skills and abilities.

Appointment is subject to any or all of the following: preemployment medical exam, fingerprinting, and reference check/background investigation. If selected, incumbent will be required to submit written identification proving eligibility to work in the United States. A probationary period of six (6) months must be served by each employee.

Any qualified individual with a disability must provide reasonable notice to the City prior to the testing process that reasonable accommodation is required. The City of Seal Beach is an Equal Opportunity Employer.



The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained in this job announcement may be modified or revoked without notice.