City of Loma Linda
A City focused on Health and Prosperity
Invites Applications for the position of

Assistant Public Works Director/
City Engineer

Opening Date: June 6, 2022
Closing Date: Open until filled. First review of applications on June 30, 2022.
Salary: $8,996.97 - $12,063.97 per month
       Plus a 4% salary increase effective July 1, 2022
       And an excellent benefit package!

GENERAL PURPOSE
Under administrative direction, plans, manages, and coordinates design and construction services, including civil design, environmental administration, and public works inspection projects and permitting services; coordinates engineering plan preparation and approval of public works projects and private development plan checks; and does related work as required.

DISTINGUISHING CHARACTERISTICS
The Assistant Public Works Director/City Engineer is differentiated from the professional and technical staff that it oversees by its greater level of professional knowledge, decision-making capabilities, capital project authority, and scope of budget and supervisory authority, as well as greater interactions with other city departments and public and private engineering and planning representatives.

ESSENTIAL 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. Plans, manages, coordinates and evaluates Design and Construction Services engineering work, including utilities and field engineering, and surveying and inspection programs.
2. Prepares, reviews, and approves engineering plans, specifications, and contract documents in the absence of the Director of Public Works/City Engineer.
3. Administers engineering construction contracts and private plan check contracts for private development.
4. Manages, coordinates, and approves prepared plans and specifications for capital improvement projects.
5. Reviews, evaluates, and makes recommendations in response to professional engineering design surveys and reports.
6. Selects, trains, supervises, and evaluates the work of professional and technical staff.
7. Develops annual and five year capital improvement programs and goals.
8. Coordinates grant proposals and capital projects facilities.
9. Prepares engineering agenda items and represents the department at Planning Commission, Traffic Advisory Committee, Parks and Recreation and Beautification Committee, Trails Development Committee meetings on behalf of the department director.
10. Prepares, approves, and presents departmental plans, studies and recommendations at Commission and City Council meetings.
11. Acts on behalf of the Director of Public Works/City Engineer during absences.
QUALIFICATIONS GUIDELINES

Knowledge of:

Theories, principles, practices, standards, methods, and techniques of civil engineering; development, evaluation, and approval practices of engineering plans and specifications related to streets, sewers, storm drains, water mains, and other public works projects and plan review of private development projects; construction, financing and legal requirements associated with civil engineering and public works projects; principles and techniques of employee supervision; public works inspection practices; environmental regulations and standards; contract administration practices; effective customer service techniques.

Ability to:

Plan, organize, coordinate, and manage design and construction engineering services for public construction, utilities, capital improvements projects, and the review and approval of private development projects; participate in selecting, training, supervising and evaluating technical and field personnel; analyze engineering plans, specifications, public works projects and private development proposals for technical feasibility, safety and public acceptability; communicate effectively, both orally and in writing; prepare and present administrative reports and staff recommendations; establish and maintain effective working relationships with staff, supervisors, management, consultants, contractors, developers, governmental officials, public and private representatives, and the general public.

Education/Training/Experience:

Bachelor’s degree from an accredited four-year college or university in Civil Engineering or a related field is required. College-level course work or certification in the principles of project management and employee supervision is desirable. Eight years of professional and project management experience involving civil engineering work, which includes the design, administration, and inspection of public works construction projects and rights-of-ways, and the plan review of private sector development projects, is required.

Licenses, Certificates; Special Requirements:

Valid Class C California driver license, acceptable driving record, and evidence of insurance are required.

Registration in the State of California by the Board for Professional Engineers, Land Surveyors and Geologists as a Civil Engineer is required.

Background Investigation: Applicants will undergo a complete, comprehensive, background investigation.

APPLICANT INFORMATION/EXAM WEIGHT:

Applicants must file a concise and complete City application including resume for the position to the Human Resources Department at www.lomalinda-ca.gov

Applications may be accompanied by a resume describing experience, education and training in relation to the requirements of the position, however resumes will not be accepted in lieu of a City employment application.

All applications will be reviewed and only those candidates determined to be most qualified on the basis of experience and education, as submitted, will be invited to participate in the selection process. The selection process may include, but is not limited to oral interview and/or written exams and oral presentations. Successful candidates will be placed on the employment eligible list from which hires may be made. The list is valid for up to one year, unless exhausted sooner.

The City of Loma Linda is an Equal Opportunity employer and does not discriminate on the basis of race, color, creed, ancestry, national origin, gender, marital status, sexual orientation, religion, age, veteran status or disability.

The City of Loma Linda’s Alcohol and Drug Abuse Policy requires that all applicants undergo drug and alcohol testing prior to employment.