



SAN RAFAEL

THE CITY WITH A MISSION

Assistant Public Works Director/City Engineer

\$10,720 - \$13,030 per month DOQ/DOE

Plus excellent benefits

(The salary above reflects a 5% furlough reduction for FY20/21)

APPLICATION DEADLINE: *Apply by Friday, May 21, 2021 for first consideration*

The City of San Rafael is recruiting for an Assistant Public Works Director/City Engineer. San Rafael's Organizational Culture framework is a [Helen Putnam Award](#)-winning initiative called "Together San Rafael". City employees are our greatest asset, and we seek talented individuals with diverse backgrounds who are creative, curious, and excited about a challenge. We are a results-driven team focused on the needs of community members. The Together San Rafael initiative is focused on modernizing city services and increasing the engagement of employees. This initiative recognizes the interconnectedness of the customer and employee experience. [Together San Rafael](#) is about:

- Collaborating cross-departmentally
- Empowering all City employees to share and implement their innovative ideas
- Celebrating the innovation happening every day in our departments

THE POSITION:

Under the direction of the Public Works Director, this position plans, organizes and directs the engineering division focused on the development and implementation of the City's Capital Improvement Program and other engineering projects throughout the City. This position oversees the design, construction, and construction managements of Capital Improvement projects and other maintenance and/or repairs; reviews and signs engineering drawings and land record maps and will represent and serve as Public Works Director in his absence.

This position performs the following essential job duties:

- Serves as City Engineer.
- Oversees and develops the goals and objectives for the City's engineering division and directly supervises the engineering staff.
- Prepares reports and analysis for the City Council and City Staff.
- Participates in meetings of the City Council, Planning Commission, homeowners' associations and professional associations and presents verbal and written reports.
- Works closely with the Community Development Department on private developments to ensure Public Works infrastructure is sustainable.
- Meets with public and private engineers, architects, contractors and owners to discuss projects.
- Prepares applications for State and Federal funding to enhance City funded road maintenance works.
- Serves on boards representing the City.
- Coordinates with Public Works Directors and City Engineers in other cities on matters of joint concern.
- Oversees the management of the capital improvement program.

- Plans, supervises and performs professional engineering work in the design and construction of public capital projects.
- Conducts investigations and resolves complaints received from the community.
- Negotiates fees and schedules with consultant(s).
- Supervises the CIP construction to ensure projects are completed on schedule and within the budget.
- Supervises the preparation of plans, project specifications, inspections, surveys and other engineering work performed by staff members and consultants.
- Supervises and participates in the review of plans and the inspection of construction in progress for adherence to codes, acceptable engineering standards.
- Reviews, approves and signs engineering drawings, plans and specifications and other legal documents as the City's Civil Engineer.
- Ensures compliance with Public Contracts Code, Federal and State laws, local ordinances and regulations.
- Supervises and manages the application of Grants for District projects from Federal, State and local funding sources.
- Performs related duties as required.

To be eligible for this position you must have knowledge of:

- Principles and practices of civil engineering and municipal engineering.
- Planning, budgeting, design and construction management of the public works projects.
- Selecting and paying consultants.
- Request for Qualifications (RFQ) and Request for Proposal (RFP) procedures.
- Federal, State, and local laws impacting Public Works.
- Caltrans policies and procedures.
- Principles, practices and trends in public works administration.
- Principles of management.
- Design methods of Public Works projects including the construction of streets, signals, lighting, parking, storm drain, parks and buildings.
- Principles of organization, administration, and personnel management.
- State Subdivision Map Act.
- Public Works operations and maintenance.
- Construction management.

To be eligible for this position you must have the ability to:

- Interpret and apply Federal, State, and local laws.
- Communicate effectively, verbally and in writing.
- Maintain a flexible, cooperative customer service attitude and work well with other departments.
- Coordinate diverse activities of the department.
- Manage Public Works professionals and paraprofessionals.
- Manage a budget and supervise staff.

EDUCATION and/or EXPERIENCE:

- Bachelor's Degree in Civil Engineering from an accredited college or university, **AND**
- Ten (10) years of increasingly responsible public works engineering and construction experience including five (5) years in a managerial position.
- Registration as a Civil Engineer in the State of California **REQUIRED**
- Valid California Driver's License **REQUIRED**

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the

employee is regularly required to sit and talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb, or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is exposed to moving mechanical parts, heavy construction equipment and outside weather conditions from time to time. The noise level in the work environment is usually moderate.

APPLICATION AND SELECTION PROCESS:

City of San Rafael application is required. Resumes do not substitute for the City application. Candidates should detail related education and experience on the application. The examination process may include the following: application appraisal, oral board interview examination, fingerprinting/background check, pre-employment medical exam, DMV report, credit check, and personal history statement. The passing point for the oral board examination final score will be 70%. To file an application, go to: www.calopps.org. Select "Member Agencies". Select "San Rafael". Follow this link to apply via calopps.org: <https://www.calopps.org/san-rafael/job-20111529>

For more information about the City of San Rafael, please visit www.cityofsanrafael.org

Reasonable Accommodation: The City of San Rafael will make reasonable accommodations in the exam process to accommodate disabled applicants. If you have a disability for which you require an accommodation, please contact us at (415) 485-3474 before the test date. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Such accommodations must be requested by the applicant.