



**THE CITY OF  
SEAL BEACH**

**INVITES YOUR  
INTEREST IN  
THE POSITION OF**

**DEPUTY DIRECTOR OF  
PUBLIC WORKS/  
CITY ENGINEER**

## THE COMMUNITY

Located on the coast of Southern California, Seal Beach enjoys a well-informed and engaged community. Seal Beach is well known for its historic wooden pier that juts out into the blue Pacific and a view and climate that is a weekend draw for the greater Southland. With a population of approximately 25,000, Seal Beach is nestled between Long Beach and Huntington Beach in Orange County, and has retained its quaint "village-by-the-sea" ambiance.



Seal Beach is comprised of five distinct, desirable communities melded into one - with a council member elected from each district. The Old Town area, with its Main Street, pier and sandy beaches, attracts nearly 1.5 million visitors each year. Restaurants, shopping and year-round activities make the Old Town area an ideal tourist destination.

The first Leisure World community, a planned senior development with a population of about 9,000, is located in Seal Beach. The "Hill" neighborhood is located just above Pacific Coast Highway, and the two bedroom communities near the 405 Freeway, "College Park East" and "College Park West," make up the remainder of a vibrant and diverse community.

The Naval Weapons Station, which provides ordnance and logistics support to our nation's Naval and Marine operation forces, is also home to the 1,000 acre Seal Beach National Wildlife Refuge. The Naval Station employs 530 civilian and 150 military personnel. Boeing International headquarters is also located in Seal Beach with over 1,000 employees.

## CITY GOVERNMENT

Seal Beach is a Charter City operating under the Council/Manager form of government. The City organization provides service to its residents and businesses through the departments of: City Clerk, Community Services, Finance, Community Development, Public Works, Police and Marine Safety. The City contracts with the Orange County Fire Authority for fire and emergency medical services.

The City currently maintains a workforce of 94 full-time employees, supported by a dedicated team of part-time, volunteer, and contract employees.



## THE POSITION

Under administrative direction of the Director of Public Works, plans, manages, and coordinates the services of the Engineering Design Division, including civil design, environmental administration, public works inspection projects, and engineering permit services; coordinates engineering plan preparation and approval of public works projects and private development plan checks; and does related work as required.

The Deputy Director of Public Works/City Engineer is distinguished from the Associate Civil Engineer 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.

Plans, manages, coordinates and evaluates Engineering design and construction engineering work, including utilities and rights-of-way engineering.

Prepares, reviews, and approves engineering plans, specifications, and contract documents related to private development construction and capital improvement projects and provides advance master plan for the City's development.

Administers engineering construction contracts and private plan check contracts for private development; ensures that development standards are consistent with project applications and the City's environmental policies.

Acts as Chairperson and/or assigns staff to serve on the Public Works Coordinating Committee, Joint Utilities Coordinating Committee, and other staff committees.

Manages, coordinates and approves prepared plans and specifications for capital improvement projects; reviews, evaluates, and makes recommendations in response to professional engineering design surveys

## THE POSITION (CONTINUED)

and reports, including presentations at City Council meetings.

Selects, trains, supervises, and evaluates the work of professional and technical staff and consultants; recommends disciplinary actions as needed.

Participates in the development of the Engineering Division budget and makes recommendations regarding staff, equipment, and capital projects; monitors actual expenditures for compliance with plans.

Develops, plans and implements action on adopted policies contained in such documents as the City's Circulation Element, Air Quality Element, the Orange County Congestion Management Plan, the SCAG Growth Management Plan, Regional Mobility Plan and Air Quality Management Plan.

Reviews, approves, and signs City Tract & Parcel Maps, Certificates of Compliance and other documents per the Subdivision Map Act.

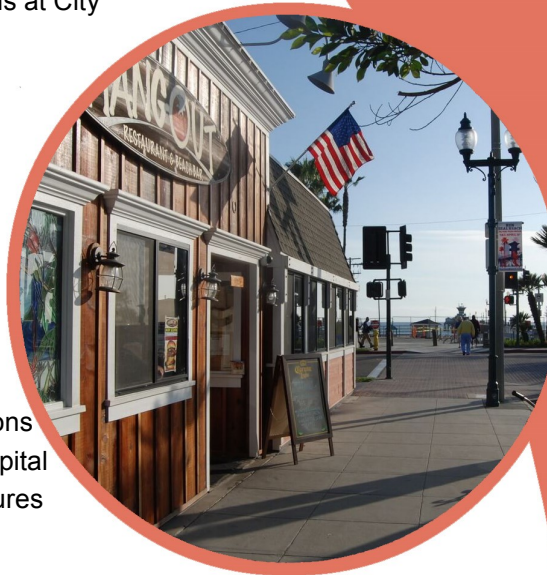
Attends meetings, study sessions, and workshops involving various commissions, ad-hoc committees and the City Council; presents testimony and recommendations on civil engineering issues and works with community groups to understand concerns.

Leads the Division in applications for Measure M transportation projects; develops and carries out programs in transportation demand management (TDM) and congestion management (CMP), including conduct of community and other meetings.

Administers, assembles, plans, and manages the City's Capital Improvement Program, including Building Facilities, Streets and Transportation, Beach and Pier, Storm Drains, Sewer, Parks and Water Systems.

Monitors State and Federal legislation related to contemporary public works issues and applies for grants administered by regional, federal and state agencies.

Administers environmental quality standards and programs associated with FEMA floodplain administration, and NPDES, FOG, and water quality compliance.



## IDEAL CANDIDATE

### **Education/Training/Experience:**

Bachelor's degree from an accredited four-year college or university with a major 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 progressively responsible professional and project management experience involving civil engineering work and the design, administration, and inspection of public works construction projects and rights-of-ways, and the plan review of private development projects is required.

### **Licenses, Certificates; Special Requirements:**

Ability to obtain a valid Class C California Driver's License, acceptable driving record, and evidence of insurance.

Possession of a valid certificate of registration as a Professional Civil Engineer issued by the California State Board of Registration for Civil Engineers.

### **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; FEMA, NPDES, WQMP, FOG and other environmental compliance programs; construction, financing and legal requirements associated with civil engineering and public works projects; principles of employee supervision and evaluation; public works inspection practices; environmental regulations and standards; contract administration practices.

## IDEAL CANDIDATE (CONTINUED)

### Ability to:

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

## COMPENSATION AND BENEFITS

- Salary: \$10,939.05—\$13,296.48 per month.
- Health, Vision, and Dental Insurance: Section 125, various plans available. The City offers a full flex cafeteria plan for health care, dental, and vision.
- Term Life Insurance: \$50,000 policy, 100% paid by City.
- Long Term Disability: 100% paid by City.
- Holidays: 12 Holidays per year.
- Retirement: CalPERS Classic members 2% at 55; CalPERS New members 2% @ 62.
- Vacation: 80-160 hours based on years of service.
- Administrative Leave: 40 hours per year.
- Paid Sick Leave: Accrue eight hours per month of service.
- Deferred Compensation: The City participates in the International City/County Management Association Retirement Corporation (ICMA-RC) 457 plan, with City-paid contributions of 3.5% of salary.
- Tuition Reimbursement: Reimbursement is capped each calendar year at the rate of California State University system for up to 2 semesters of full-time undergraduate enrollment.



## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

This recruitment is **open until filled**. **First review of applications is November 9, 2018**. To be considered for this opportunity, please submit a City application, cover letter, and resume that reflects scope of responsibility and significant accomplishments, and six professional references.

Please visit [www.CalOpps.org](http://www.CalOpps.org) to submit your application on-line. However, if you are unable to complete your application on-line, a printable version of our employment application may be downloaded from our City's website at [www.sealbeachca.gov](http://www.sealbeachca.gov).

For additional information regarding this opportunity, contact: Nancy Ralsten at (562) 431-2527, Ext. 1301 or by e-mail at: [humanresources@sealbeachca.gov](mailto:humanresources@sealbeachca.gov).

Application materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process may include any or all of the following: outside interview panel, internal interview panel, and final interview with the City Manager.

Appointment is subject to any or all of the following: completion of a thorough background and reference checks, and pre-employment medical exam.



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

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*The provisions of this brochure do not constitute a contract, express or implied, and any provisions contained in this bulletin may be modified or revoked without notice.*