



**THE CITY OF
SEAL BEACH**

**INVITES YOUR
INTEREST IN
THE POSITION OF**

**DEPUTY DIRECTOR OF
PUBLIC WORKS/
MAINTENANCE AND
UTILITIES**

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, plans and manages the activities and operations of the Maintenance and Utilities Divisions of the Public Works Department, including water, sewer, streets, parks and landscape, fleet services, and building, facilities and beach maintenance; coordinates maintenance programs, services, and special events with other departments, agencies, contractors, and other parties; and does related work as required.

The Deputy Director of Public Works/Maintenance and Utilities is distinguished from the maintenance supervisors by its broader scope of responsibility for all maintenance operations, knowledge of maintenance construction and repair standards and practices, and the coordination of projects, budgeting, and contracts for employees and contractors. As compared with the Director of Public Works, the Deputy Director of Public Works/Maintenance and Utilities does not have accountability for engineering services, or the same level of policy-making and budgetary authority.

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, coordinates, and manages maintenance schedules and services involving water, sewer, streets, storm drains, parks, medians, landscaped areas, beach, fleet, and buildings and facilities, either through the work of City staff or contractors.
2. Assigns and coordinates projects with maintenance supervisors and administers major service requests, and establishes and monitors the completion of preventative maintenance services.
3. Selects, trains, motivates and evaluates public works field supervisory personnel; coordinates staff certification and training; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.

THE POSITION (CONTINUED)

4. Works with legal representatives and department director to prepare contracts for field service; establishes scope of work, estimates costs, and reviews actual proposals for services as part of the process of selecting and monitoring the work of contractors.

5. Evaluates the effectiveness of maintenance procedures, including the efficiency and quality of service delivery; considers methods to improve operational performance.

6. Conducts periodic inspections of field operations and work records; works with supervisory personnel and staff to identify and implement improvements in work methods and services; ensures adherence to safe work practices by maintenance personnel, including the proper containment and handling of hazardous materials.

7. Investigates and resolves public complaints related to maintenance services and informs the department director of actions taken.

8. Administers the preparation of the divisional budget for maintenance services; monitors actual costs for conformance with projected expenditures and sources of variance.

9. Prepares monthly and periodic regulatory reports for State and local public health and safety organizations, including the SCAQMD, OCSA, and State Water Resources Control Board, including reports of spills; completes a variety of activity reports and correspondence.

10. Coordinates projects and public works services with other City departments, public agencies, and rights-of-way service providers.

11. Participates in field maintenance work as needed.



IDEAL CANDIDATE

Education/Training/Experience:

High School graduation or G.E.D. equivalent is required. Six years of experience in the operation and maintenance of public works facilities and services is required, including at least three years of supervisory and administrative experience. Possession of a Bachelor's degree from an accredited four-year college or university with a major in Civil Engineering or a related field is desirable.

Licenses, Certificates, Special Requirements:

- Valid Class C California driver's license, acceptable driving record, and evidence of insurance.
- Possession of a Grade III Water Distribution Certificate issued by the California State Health Department is desirable.
- Confined space entry, trenching, and hazardous materials training and certification is required.
- Ability to work extended hours in order to oversee maintenance repairs and operations, including disaster response services.

Knowledge of:

Principles, practices, and standards associated with the construction, maintenance and operation of municipal public works facilities, including water, sewer, and storm drains, streets, parks and landscaping, fleet maintenance, and buildings, facilities, and beach maintenance; budgeting practices; OSHA requirements governing safe workplace and work zone safety practices; federal, State, and local laws and regulations governing water, sewer, and maintenance and construction standards; purchasing methods and material costing techniques; fleet specifications and maintenance standards; research methods and analysis techniques; principles of employee training, supervision, and evaluation.

IDEAL CANDIDATE (CONTINUED)

Ability to:

Plan, coordinate, and manage public maintenance services, contracts, and services; prepare clear, concise, and comprehensive reports, studies and correspondence; plan, select, train, supervise, evaluate, and discipline staff; estimate maintenance construction and repair costs; prepare and administer operating budgets; research, analyze, and evaluate new maintenance standards, technology, and procedures; communicate effectively, both orally and in writing; establish and maintain effective working relationships with staff, management, contractors, vendors, and public and private representatives; exercise tact in investigating and resolving public complaints and issues involving the contracting and delivery of field maintenance services; operate computer equipment and use word processing and spreadsheet software applications programs.

COMPENSATION AND BENEFITS

- Salary: \$8,978.19—\$10,913.04 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 final filling date for this recruitment is **January 4, 2019**. 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 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.

For additional information regarding this opportunity, contact: Nancy Ralsten at (562) 431-2527, Ext. 1301 or by e-mail at: 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.

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.