



**CITY OF CERES
ANNOUNCES AN EXCELLENT
CAREER OPPORTUNITY**

**DIRECTOR OF
ENGINEERING SERVICES /
CITY ENGINEER**
\$9,530—\$11,583 Monthly

OPEN: Tuesday, September 4, 2018

FILING DEADLINE • APPLY IMMEDIATELY
Until filled - First Review on SEPTEMBER 24, 2018





Ceres
California



The City of Ceres is located in the Central San Joaquin Valley, 80 miles south of Sacramento and 95 miles east of San Francisco, in the heart of Stanislaus County. Ceres is in one of the Central Valley's richest and most diverse agricultural areas and is the home of the new \$14 million County Agriculture Center. Even the name "Ceres" originates from the Roman goddess of agriculture.

The City enjoys a comfortable climate, with 12 inches of rainfall annually. The average low winter temperature is 38F, with an average high of 85F in spring and fall, and an average high temperature in the 90's in summer. The Tuolumne River forms part of the City's northern boundary.

The Daniel C. Whitmore family was considered the first family of Ceres and, with two other founders, John Service and Cassius Warner, settled in Ceres in 1867. Mr. Whitmore built the first home in Ceres in 1870. That home still stands, fully restored by the City and the Ceres Historical Society, at 2928 Fifth Street.

Ceres is a growing community with a heartfelt commitment to retaining its small neighborhood personality. Businesses, organizations, and nonprofit community service groups band together for a number of activities throughout the year. Events such as the annual Downtown Street Fair in May, summertime concerts in the park, Halloween Fun Festival, and the Christmas Tree Lane opening are well attended by the community.

THE POSITION

The City of Ceres is accepting applications for the position of Director of Engineering Services/City Engineer. The Director of Engineering Services/City Engineer is a regular, full-time, administrative, at-will, exempt position. Under general administrative direction, plans, directs, manages, and oversees the activities and operations of the Engineering Services Department including review and approval of new development maps and construction plans; administers and monitors consulting contracts; traffic engineering; preparation of the five-year Capital Improvement Program; and related support services; coordinates assigned activities with other departments and outside agencies; acts as a member of the city management team and provides support to the City Manager.



ESSENTIAL DUTIES

- Assume full management responsibility for all Engineering Services Department activities; manage the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
- Establish, within city policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- Plan, direct, and coordinate, through subordinate level staff, the Engineering Services Department's work plan, assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; conduct field inspections of work-in-progress and completed to; ensure the maintenance of safe working conditions and good house-keeping practices; meet with key staff to identify and resolve problems.
- Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Direct and review the work of contract consultants providing assistance to staff.
- Review and approve new development maps and construction plans.
- Supervise and approve all city and consultant prepared construction plans and specifications.
- Supervise, oversee and coordinate as necessary, all city construction projects.
- Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Provide staff assistance to the City Manager; prepare and present staff reports and other necessary correspondence.
- Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary; provide periodic reports on department activities.
- Represent the Engineering Services Department to other departments, elected officials, and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
- Explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
- Participate on a variety of boards, commissions, and committees including City Council meetings.
- Attend and participate in professional group meetings; maintain awareness of new trends and developments in the fields related to the operation and maintenance of the City's infrastructure; incorporate new developments as appropriate.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Perform related duties as required.
- Keep informed of the status and availability of necessary tools, equipment, and material to ensure availability in advance of need; ensure that material and equipment are properly stored, protected, and maintained; initiate purchases of equipment and supplies required for the Department; coordinate and approve purchasing, bidding, and project cost estimation.

QUALIFICATIONS

EDUCATION & EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training: A Bachelor's degree from an accredited college or university with major coursework in engineering, business administration, public administration, construction management or a related field.

Experience: Eight years of increasingly responsible experience in public sector construction management, public works maintenance management, or related activity including three years of management and administrative responsibility in a municipal setting.

License or Certificate:

Possession of a valid California Driver License.

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



APPLICATION / SELECTION PROCESS

To be considered for the position, applicants need to submit a completed City of Ceres application on www.calopps.org/city-of-ceres or by visiting the City of Ceres website at www.ci.ceres.ca.us.

The qualifications of each applicant, as set forth in the application, will be reviewed by a screening committee. A limited number of qualified applicants, possessing the most desirable qualifications that best match the position may be invited to participate in the subsequent phase of the evaluation process which is an oral interview and assessment exercise. *Note: Meeting the minimum qualifications does not guarantee advancement in the selection process.* You may obtain a more detailed job description by visiting the City of Ceres website at www.ci.ceres.ca.us.

COMPENSATION & BENEFITS

Retirement/Pension: The City offers a generous defined benefit plan pension (membership required) in the Stanislaus County Employees' Retirement Association (StanCERA), as governed by County Employees' Retirement Law of 1937 and Public Employees' Pension Reform Act (PEPRA). "Classic members" (currently or within the last six (6) months a member of StanCERA or subject to reciprocity with another eligible retirement plan, eg. CalPERS) are enrolled in the City's 2% @ 55 plan; final compensation at retirement is based on the single highest year. Non-classic or "new members" are enrolled in the 2% @ 62 plan, and employees are required to pay 50% of the normal contribution rate as prescribed by PEPRA, currently 8.77%, on a pre-tax basis; final compensation at retirement is based on the average of the three highest salary years.

Health: The City contributes toward the combined monthly premiums for medical, dental and vision a maximum of \$710, \$1,470 or \$2,090, dependent on level of medical coverage enrollment. Some of the monthly plan premium options are currently at NO COST to the employee and family! Any employee contributions to health premiums are taken as pre-tax deductions. Employees eligible to waive medical coverage receive \$200 per month in additional taxable compensation. Carriers include: Blue Shield HMO, Blue Shield PPO, Kaiser HMO; Stanislaus Foundation Dental and Blue Shield MES Vision.

Base Leave: 12 days sick leave accrued each year with unlimited accrual cap; vacation accrual based on years of service with maximum accrual of 480 hours and 13 paid holidays (including one personal day) each year.

*Other benefits and leave subject to negotiation.

The City also participates in Social Security which requires a 7.65% contribution rate including Medicare.



ANNOUNCEMENT DATE: Tuesday, September 4, 2018