



# CITY OF INDUSTRY

**JUNE 13, 2019**  
**FLSA: EXEMPT**

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

**Salary Range**  
**\$196,185.60 – 245,232.00**

### **Job Summary:**

Under the general supervision of the City Manager, the position manages, plans and supervises the City's Engineering, Public Works and Utilities projects. Directs the maintenance and repair of City owned facilities and structures and roadways. Supervises activities and maintenance of the City streets, water system, storm drainage, building maintenance activities of Engineering, Public Works and Utilities contractors.

### **Essential Duties:**

- Plans and directs street maintenance, which include, patching, painting, sweeping, and making repairs and maintenance on the City street system.
- Plans and directs the preparation, installation and replacement of street signs, and other traffic control devices; coordinates with the Sheriff's Department for traffic design improvements necessary to reduce potential accidents on municipal streets.
- Plans and performs the operation and maintenance of the City's water distribution system.
- Plans and directs the maintenance of City buildings and oversees facility maintenance contracts.
- Plans and directs the use of contract personnel in order to make efficient use of man hours to perform the various assignments as necessary; supervises, assigns, inspects, repair work, and maintenance.
- Initiates purchases and sets up bidding procedures for projects and maintenance as necessary.
- Assures that appropriate records are maintained on activities; prepares reports as requested by the City Manager and reports on other activities as requested.
- Assists in the formulation of the annual budget estimates and controls budget expenditures; attends City Council and other meetings and answers questions relative to Engineering, Public Works and Utility functions.
- Plans and manages the City's Capital Improvement Program
- Performs other duties as assigned.

**Qualifications and Required Knowledge:**

Five years progressively responsible experience in Engineering, Public Works and Utilities experience, including at least three years of supervisory experience. Possession of a valid Certificate of Registration as a Civil Engineer issued by the California State Board of Registration for Civil Engineers is mandatory. Knowledge of modern principles, methods, and problems in municipal public administration including organization, personnel, and fiscal management systems and procedures; knowledge of research methodology, including statistical and financial analysis, and report preparation; knowledge of City government and intergovernmental relationships.

**Education:**

Graduation from an accredited four-year college with a bachelor's degree, preferably in civil engineering or related field.

**Experience:**

Five years of increasingly responsible professional or management experience in Engineering, Public Works and Utilities, in a municipal government setting.

**Physical Requirements:**

This position requires extensive and repetitive physical activity involving the arms, wrists, and hands, including writing and using a keyboard. It also requires physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or other special physical qualifications.

**APPLY IMMEDIATELY:** To apply, please submit an electronic application and resume at [www.CalOpps.org](http://www.CalOpps.org) . In order to be considered you must complete all required application materials.

**SELECTION PROCESS:** All applications, resumes will be screened for completeness and possession of minimum qualifications. Qualified applications will be reviewed in detail to identify the most qualified candidates to interview.

**Please note:** If you require an accommodation during the selection process, please notify the Human Resources Department at (626) 333-2211.

Inquiries may be directed via email to [bperez@cityofindustry.org](mailto:bperez@cityofindustry.org) or by phone (626) 333-2211 ext. 260.

The successful candidate will be required to undergo a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting (A felony or misdemeanor conviction may disqualify the applicant from City employment), and the final candidate must be able to establish both work authorization and identity.

**THE CITY OF INDUSTRY IS AN EQUAL OPPORTUNITY EMPLOYER**