



**ASSOCIATE/SENIOR
CIVIL ENGINEER**
— *position* —
RECRUITMENT



THE COMMUNITY

The City of Healdsburg is located 70 miles north of San Francisco on Highway 101 in the heart of Sonoma County wine country and nestled among three lush valleys. Incorporated in 1867, Healdsburg’s 3.56 square miles is surrounded by over 60 wineries and their beautiful vineyards, including some of Northern California’s finest regional appellations. Healdsburg retains a small-town ambience in the grandeur of a European countryside while providing easy access to the amenities of a large metropolitan area.

The City’s approximate 12,000 residents enjoy a lively, appealing downtown experience centered around the Spanish-style Healdsburg Plaza, a shopping, dining, and art gallery hub for tourists and residents. The plaza represents one of the few examples of early California town planning. Historic storefronts and homes enhance the sense of Healdsburg’s rich heritage and community events throughout the year ground the city’s family-oriented sensibility. The wine industry is a driving economic force providing jobs, tourist appeal, and an attractive lifestyle for the community. Numerous businesses and industries benefit including retail, restaurant, and lodging which help boost Healdsburg’s attraction as a tourist destination. Other industries including agriculture, manufacturing, healthcare and technology, round out the city’s economic base.

The region has relatively mild year-round temperatures which allows for varied outdoor recreational opportunities. Healdsburg is probably most beloved by cycling enthusiasts. An active Parks and Recreation Department offers enrichment opportunities throughout the year for both children and adults, while nature lovers can enjoy picnics under the redwoods in one of the city’s many parks. Swimming, canoeing, and fishing along the nearby Russian River or taking a hot-air balloon ride over the valley are other highly desirable outdoor activities. A short drive outside the city leads to the Pacific Coast’s beaches to hike and watch for migratory whales or to the city of San Francisco for the large city shopping, art and cultural experience. The scenic beauty of the area and safe neighborhoods provide an unmatched setting for raising a family or simply settling into a more balanced way of life.

Educational opportunities in the area include a traditional and a vocational high school, Santa Rosa Junior College, and Sonoma State University.



THE DEPARTMENT

The Public Works Department is responsible for development and maintenance of the city’s infrastructure. Responsibilities include design and construction of public streets (including sidewalks, street and traffic signs, and pavement markings), sewer, water and storm drain systems. The Department also provides engineering review and inspection of public improvements for new development projects and for public capital improvement and replacement projects.

The engineering staff deals with public concerns including the administration of construction contracts, traffic safety and encroachment permits and maintains and provides information to the public about infrastructure improvements.

Street department maintenance crews replace regulatory, warning and informational signs, perform graffiti removal on public right-of-ways, clear debris and obstructions (including removal of deceased animals).



THE IDEAL CANDIDATE

The City is currently seeking an Associate or Senior Civil Engineer (based on experience and qualifications) who will perform advanced technical and professional engineering tasks. Areas of assignment include: budget preparation and analysis, project planning, analysis, design, management and administration; plan checking, special studies and report preparation for various public works and utility construction projects, write and administer development agreements, perform complex calculations, and administer construction and professional service contracts.

The ideal candidate will participate in the preparation of plans and specifications for repair, maintenance, and construction of water, sewer, streets, and drainage. The incoming Civil Engineer will be responsible for making field inspections and reviews of projects under construction, including buildings, utility drainage, and street infrastructure in order to ensure proper execution of critical structural phases as designed. Stormwater/MS4 permitting and/or program development experience is a plus.

The successful candidate possess excellent interpersonal skills and will be able to manage a number of different projects and services simultaneously, recognizing the importance of shifting priorities as needed.

The selected candidate should possess the following: Associate Civil Engineer: Five years of solid experience in a municipal public works setting or as a professional engineer working with public agencies; Senior Civil Engineer: 7 years responsible experience in municipal engineering and public works with a minimum of two years in a supervisory or administrative capacity. Both require a Bachelor's degree in Civil Engineering or a closely related field. Valid certificate of registration as a Professional Civil Engineer in the State of California or the ability to obtain one within twelve (12) months is required for the Senior Civil Engineer and not required but desirable for the Associate Civil Engineer.

APPLICATION AND SELECTION PROCESS

To be considered for this position, applicants must submit a completed City of Healdsburg application, cover letter and resume. Apply online at www.ci.healdsburg.ca.us or download the required application and mail your application materials to the City of Healdsburg Personnel Office, 401 Grove Street, Healdsburg, CA 95448. **Position is open until filled. First review of applications the week of October 8, 2018.**

The qualifications of each applicant, as set for in the application and supplemental questionnaire, will be reviewed by a screening committee. A limited number of qualified applicants possessing the most desirable qualifications may be invited to participate in the subsequent phase of the evaluation process which is the oral interview.

THE COMPENSATION

The salary range for the Associate Engineer is \$7,563-\$9,228/mo., DOQ/E and the Senior Civil Engineer salary range is \$8,868-\$10,821/mo., DOQ/E. The City also offers an attractive benefits package including:

Retirement – Membership in the CalPERS 2%@60 plan for classic/legacy members and 2%@62 for new members. Employee's pay the employee contribution on a pre-tax basis.

Medical Insurance – Dental and vision care insurance premiums for employee and dependents paid by City. Employee may choose from Kaiser, Sutter Health Plus or Anthem Blue Cross for medical coverage. Depending on the plan chosen, employees may pay a portion of their medical premium on a pre-tax basis.

Work Schedule—The City works a 9/80 Work Schedule in order to provide a valuable employee benefit, extend customer services hours for our working community, reduce greenhouse gas production by eliminating a travel day for employees, and reduce utility and facility use costs by closing some facilities on the off day.

Administrative Leave – up to 100 hours with City Manager approval.

Paid Holidays – 12 days per year.

Paid Vacation – 10 days per year, with established increases for years of service.

Paid Sick Leave – 12 days per year.

Longevity Pay – Available after five years of service.

Life Insurance – \$100,000 life insurance policy.

Additional Benefits— Deferred compensation plans and Retiree Health Savings Plan are available. Educational Reimbursement up to 50% of the cost. Bilingual Spanish pay incentive.

Employment Information: Prior to employment, the candidate selected for the position will be required to successfully pass a thorough physical examination given by a City- designated physician. Background and references checks will be conducted on the final candidate. Accommodation: Candidates who require special accommodations due to a legal disability, should supply the Personnel Department with documentation and a written request five (5) days prior to the date of examination on the need for accommodation. Special Note: The information contained in this job announcement does not constitute either an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

The City of Healdsburg is an equal opportunity employer and complies with the provisions of the Americans with Disability Act (ADA). Women and minorities are encouraged to apply.

City of Healdsburg, California
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Healdsburg, CA 95448

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Posting Date: September 12, 2018

