



## ABOUT THE POSITION:

Under the direction of the Public Works Director/City Engineer, this position provides high-level engineering services for the City of Mill Valley. The **Supervising Senior Engineer** provides professional and technical assistance to the Public Works Director, manages municipal engineering staff and may act on behalf of the Director as assigned.

Typical duties include:

- Land development review, coordination and oversight
- Managing flood, drainage and stormwater prevention programs and projects
- Addressing citizen traffic safety and operational concerns
- Submitting/certifying sanitary sewer system reports and overseeing the program
- Issuing encroachment permits and supervising the encroachment process

## THE IDEAL CANDIDATE:

The ideal candidate will have a minimum of six years of increasingly responsible experience in operation and maintenance of public works, and sewage treatment facilities, including at least two years in a supervisory capacity preferably as a section manager or above. The candidate should also possess a bachelor's degree in Civil Engineering and be registered as a Civil Engineer in the State of California. The ideal candidate will be an effective communicator, highly skilled manager and someone who is driven to resolve challenges.

*Please note that the Job Description for this position is currently under review.*

## ABOUT MILL VALLEY:

The City of Mill Valley is 10 miles north of San Francisco and 40 miles from California's famous wine country. Mill Valley is a town with a rich and eclectic cultural history and a lively and engaged citizenry.

Mill Valley is primarily a suburban community, with distinctive residential neighborhoods representing the many eras of the town's growth from a small mill town to the modern full service city it is today. Our population's approximately 14,000 residents live in a 4.8 square mile area, although we serve as the center for a larger unincorporated Mill Valley area with more than 30,000 residents.

With a staff of almost 150 full-time employees and an annual operating budget of \$41 million, the City of Mill Valley is a full-service municipality that prides itself on efficient, effective and



Above: Mill Valley City Hall

courteous service delivery with a commitment to operational excellence.

## ABOUT THE DEPARTMENT:

The Public Works Department includes the divisions of Engineering, Operations (Building, Parks, Streets and Sewers, and Fleet Maintenance) and Wastewater Treatment. With a complement of 47 staff, a \$6 million operational budget, and oversight of the \$37 million 5-year Capital Improvement Program, the department offers a full range of services and support for residents, businesses, and City departments.

## SALARY AND BENEFITS:

\$9,398 - \$12,593 / Month DOE

The City of Mill Valley is pleased to offer a comprehensive benefits package that includes health, dental, life, and long-term disability insurances, a 457-deferred compensation plan, retirement through CalPERS and generous leave.

## APPLICATION INSTRUCTIONS:

1. To apply, please visit [www.CalOpps.org](http://www.CalOpps.org).
2. Utilizing the application process in the above link, please also upload your Cover Letter and Resume.

Resumes will not be accepted in lieu of the City's official application form, but should accompany the application.

**Priority filing deadline is 11:59 P.M. Sunday, Sept. 22, 2019.** Applications submitted afterward may still be considered.

## FOR QUESTIONS PLEASE CONTACT:

Seth Allingham, Deputy City Clerk/Administrative Analyst  
26 Corte Madera Avenue  
Mill Valley, CA 94941  
[sallingham@cityofmillvalley.org](mailto:sallingham@cityofmillvalley.org)

*The City of Mill Valley is an Equal Opportunity Employer.*



## **SUPERVISING SENIOR ENGINEER**

### **JOB DESCRIPTION**

#### **DEFINITION**

Under direction of the Public Works Director/City Engineer, this position provides high-level engineering services for the City of Mill Valley and provides administrative, professional and technical assistance to the Public Works Director and acts on behalf of the Director as assigned. Performs other duties as assigned.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Director of Public Works. Exercises direct supervision over Associate Engineers, Engineering Technicians, consultants and other personnel as assigned.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential duties include but are not limited to the following:

- Supervises and participates in the review of plans and the inspection of construction in progress for adherence to codes, acceptable engineering standards and related federal, state and City standards and policies.
- Performs the contract administration activities which include, but are not limited to plan and specification preparation and reviews, contract preparation and execution, contract change order approval, payment approval, dispute resolution, acceptance and bond release approval.
- Provides specific development information to developers, contractors, bidders, and members of the public.
- Coordinates the review of development plans and permit applications, and studies and designs for public work projects, surveying assignments, drafting, the preparation of various legal documents, and the collection of fees.

- Responds to general information requests from public and governmental agencies on all facets of the City's engineering activities.
- Attend meetings as the City's and the Department's representative.
- Prepares comprehensive technical reports and staff reports in verbal and written form to the City Council and other agencies as required.
- Process requests for lot line adjustments; Certificates of Compliance, easements and land vacations.
- Formulates sewer rate designs and recommendations; monitors industry trends and provides suggestions on alternative sewer design scenarios; addresses difficult and complex elements of rate analysis; reviews reports and documentation; makes public presentations
- Manages engineering activities and capital projects as assigned.
- Reviews, approves and interprets technical reports, engineering drawings, plans and specifications and legal descriptions and other legal documents.
- Ensures compliance with Public Contracts Code, Federal and State laws, local ordinances and regulations.
- Presents information and responds to questions from supervisors, other agency staff and the community.
- Manages the Engineering operating budget.
- Provides administrative support to the Public Works Director.
- Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

Knowledge of:

- Principles and practices of civil engineering, land development, construction management and administration.
- The ordinances, rules, and regulations governing the treatment, control, and discharge of sanitary wastewater;
- Design, construction and operation of public works facilities.
- Methods of and ability to prepare designs, plans, specifications, estimates, reports & recommendations.
- Streets, storm drains, retaining walls, buildings, parks, and other public works projects.
- Best management practices of stormwater protection, erosion and sediment control.
- The operations and maintenance of building, parks facilities, public works facilities and fleet services.
- Laws and codes related to civil engineering, building construction and ADA compliance, such as the California Map Act, California Environmental Quality Act and the American's with Disabilities Act.

- Current engineering technology and related engineering software.
- ArcView Geographic Information System software.
- Best practices of personnel management.

Ability to:

- Supervise consultants and personnel.
- Conduct public relations.
- Perform design engineering.
- Prepare plans, drawings, specifications, diagrams, and make sketches.
- Work effectively with contractors, engineers and their representatives.
- Operate a computer and related engineering software.
- Make complex engineering calculations and prepare plans and specifications.
- Supervise the preparation of engineering records and prepare technical reports.
- Evaluate and resolve engineering problems.
- Establish and maintain effective working relationships.
- Communicate effectively, verbally and in writing.
- Negotiate contracts.
- Mentor, lead, inspire.

### **EXPERIENCE AND TRAINING:**

Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be:

- Bachelor's degree in Civil Engineering and six years of increasingly responsible experience in operation and maintenance of public works, and sewage treatment facilities, including at least two years in a supervisory capacity, preferably as a section manager or above.
- Registration as a Civil Engineer in the State of California.

License or certificate required:

- Possession of a valid California Class C driver's license.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**SPECIAL REQUIREMENTS:**

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in evenings or on weekends with indoor conditions and regularly works near video displays. The employee is occasionally exposed to outside weather conditions and uses personal vehicle. The noise level in the work environment is usually moderate.

**OTHER**

*FLSA Status:*                *Exempt*  
*Bargaining Unit:*        *N/A*  
*Approved by:*            *City Manager McCann*  
*Date:*                        *August 21, 2019*

Previously revised:  
March 19, 2013