

COMPENSATION & BENEFITS

The City offers a competitive salary coupled with a generous benefit package, which are summarized below:

Compensation: The Control Point for the Position is \$114,660 annually (\$120,396, annually w/PE Reg). Placement will depend upon qualifications.

Work Schedule: 37.5 hours per week. City Hall is closed every other Friday.

Vacation: 11 working days after one year of service; additional days earned with additional years of service.

Holidays: 15 1/2 paid holidays per year.

Sick Leave: Sick leave is accrued at the rate of 8.75 hours per calendar month.

Short and Long Term Disability: City pays full cost of employee's monthly premium.

Health Plans: Choice of three plans: Kaiser, Health Net HMO and Health Net PPO. City contributes up to the family Kaiser premium per month.

Dental Insurance: City contributes the full monthly premium for the employee and family.

Life Insurance: Amount equal to annual salary to nearest \$1,000 (max \$100,000). City-paid premium.

Retirement: The employee pays 4% of the member contribution to Public Employees Retirement System (2.7% at 55 for current members and 2% at 62 for new members, plan is Integrated with Social Security). The City and employee each pay own contribution to Social Security.

Administrative Leave: Up to 75 hours per year

Car Allowance: \$325 per month.

"The City of El Cerrito is an Equal Opportunity Employer"

Information contained in this brochure is subject to change without notice

Posted: August 12, 2013



The City of El Cerrito serves, leads and supports our diverse community by providing exemplary and innovative services, public places and infrastructure, ensuring public safety and creating an economically and environmentally sustainable future.



Career Opportunity

SENIOR ENGINEER



The City of El Cerrito serves, leads and supports our diverse community by providing exemplary and innovative services, public places and infrastructure, ensuring public safety and creating an economically and environmentally sustainable future.

***Final Filing Date: September 12, 2013
6:00 p.m.***

www.el-cerrito.org



THE COMMUNITY

Located near the east shore of the San Francisco Bay, the City of El Cerrito is a diverse community offering a high quality of life within one of the nation's most sophisticated and beautiful living areas. With a population of 23,549 highly engaged residents, El Cerrito has the advantage of being centrally located in a major metropolitan area. El Cerrito is an established city with a strong self-identity and a commitment to enhancing the quality of life for its citizens.

THE DEPARTMENT AND POSITION

The Public Works Department is made up of two Divisions: Engineering and Operations & Environmental Services. Overall, the Department is responsible for streets, storm drains, parks & open space, public facilities, recycling and other municipal engineering functions including permits, traffic, and environmental concerns. Water and sewer services are not City functions; they are provided by special districts (East Bay Municipal Utility District, and Stege Sanitary District). The City Council has recently adopted a Strategic Plan with six distinct goals, all of which inform the mission of the Public Works Department. The City of El Cerrito is ambitious in its goal of meeting the expectations of an informed and enthusiastic citizenry.

This recruitment is for a Senior Engineer to head the Engineering Division (working title of "Engineering Manager"). The position is at the El Cerrito's manager level (division head), and reports directly to the Public Works Director / City Engineer. The incumbent will be a key member of the management staff with a wide range of duties and access to senior management, the City Council, and the general public. The City Manager has spent over a decade building a strong "Team" environment, and the new Senior Engineer will need to fit into and support the team.

The "Ideal" Senior Engineer

- Will possess exceptional leadership, management, supervisory, oral/written and interpersonal skills preferably in a municipal or public sector setting

- Will have a broad range of experience in the municipal engineering arena and be well versed in public improvement plans, local and neighborhood traffic solutions, development review including parcel/subdivision maps and developer agreements, making and presenting reports to the public and governing bodies, and preparation and administration of budgets
- Will be a problem solver who can think "outside the box" to achieve results
- Will have interpersonal skills that allow free flowing and creative communication to understand and resolve the issues at hand
- Will possess experience in managing consultants, developing and implementing master plans and special projects, and be a results-oriented team player
- Will have strong capital project management skills with experience in construction management, contract administration, QA/QC, scheduling, budgeting, claims and public information
- Will be reliable and follow through on everyday tasks as well as deliver major projects
- Will be able to work constructively with other agencies such as Caltrans, school districts, utilities, and regional transportation agencies
- Will be knowledgeable of regulatory constraints such as the Clean Water Act, ADA, and the Public Contract Code
- Will have a strong sense of ethics and can sustain the public's trust

The City is looking for an individual who can demonstrate clearly that he/she has the following background and competencies:

Experience and Education:

- At least five years of progressively responsible experience, with at least two years at the project management or supervisor level
- Equivalent to a four-year degree in engineering or related field
- Registration as a Professional Civil Engineer is preferred
- Possess and maintain a valid California Driver License

Knowledge, Skills and Abilities:

- Knowledge of complex engineering design theories and principles
- Knowledge of principles and practices of management and supervision
- Knowledge of applicable laws, regulations, codes, policies and engineering standard practices
- Ability to monitor and manage program area activities, goals and objectives, evaluating effectiveness
- Ability to develop and review engineering plans and designs for municipal public works projects
- Ability to develop and administer contracts for professional services and construction in a public agency setting
- Ability to communicate technical information effectively to public officials, co-workers, members of other organizations, and the general public

THE APPLICATION PROCESS

Application materials may be obtained from the Human Resources Division, City of El Cerrito, 10890 San Pablo Avenue, El Cerrito, CA 94530; by calling (510) 466-5005; or at www.el-cerrito.org.

Application materials should be mailed or emailed (jobs@ci.el-cerrito.ca.us) to the Human Resources Division. To be accepted, all completed application materials must reach the Human Resources Division no later than 6:00 p.m. of the final filing date. Postmarks will not be accepted.

EVALUATION & SELECTION PROCESS

Candidates are assessed by completed application, supplemental questionnaire, and resumé. Those selected to continue in the recruitment process will then be invited to participate in an oral interview, which may include a problem exercise. Those persons deemed to be best qualified by the interview panel will have additional interviews with Public Works staff.

If special accommodations are needed at any stage of the selection process, please contact the Human Resources Division prior to 6:00 p.m. of the final filling date. Medical documentation must be provided upon request.

Final Filing Date: September 12, 2013, 6:00 p.m.

August 2013

**CITY OF EL CERRITO
SUPPLEMENTAL QUESTIONNAIRE FORM
SENIOR ENGINEER**

CANDIDATE INSTRUCTIONS:

Please complete the following five (5) questions. Please include your name on each page of your response. Be as concise as possible. Try to limit each response to ½ page.

Your eligibility to compete in the next phase of the selection process depends on the information you provide here and in the employment application. The most qualified candidates will be invited to continue in the recruitment process. **You will be disqualified from further consideration if you do not submit a questionnaire or if it is incomplete.**

1. Briefly describe your overall experience in managing capital projects. Provide at least one example project including information about your role on the project, the challenges that were overcome, and the results regarding budgets and schedules.
2. The City handles neighborhood traffic complaints under its Neighborhood Traffic Management Program. Describe your experience in developing local or neighborhood traffic solutions and working with neighborhood groups in this context.
3. Discuss your background and experience working with outside agencies such as other cities, Caltrans, school districts, or utility companies. Indicate how permits may have been obtained or issued, and any special challenges encountered. Be specific as to your role.
4. Discuss your experience with writing and administering grants. Include any experience with federal (e.g. Caltrans Local Assistance), State, or other regional or special fund grants. Describe your role, how the early planning/programming was affected, and how the final delivery and reporting/auditing was handled.
5. El Cerrito is referred to as a “built out” city; however there is a lot of activity in the residential infill and home addition areas, as well as numerous opportunities for moderate size commercial or mixed use redevelopment. Describe your background with this level of private development. Include your experience with plan review, encroachment and grading permits, developer agreements, mitigation fees, and state/local stormwater requirements.