

City of Manhattan Beach

Senior Civil Engineer

(At-Will)

Salary: \$8,461 - \$11,021

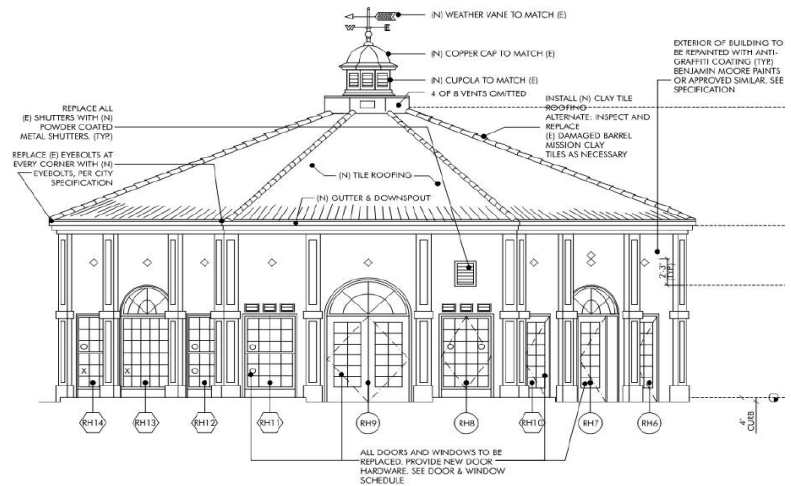


Public Works Department

The Manhattan Beach Public Works Department is responsible for design, construction, operation, and maintenance of all City public infrastructure and public rights-of-way. This Department is essential to the quality of life experienced by the Manhattan Beach community. One of the City's largest departments, Public Works is comprised of four specialized divisions. The Engineering division is responsible for developing and managing the City's Capital Improvement Plan. Utilities operates and maintains Manhattan Beach's sewer, storm drain, and water systems, while the Maintenance division oversees the upkeep of City streets, parks, facilities, fleet, and street sweeping. Lastly, the Administrative Division oversees the City's refuse contract and manages day to day department operations such as service requests, performance tracking, payroll, clerical functions, and overall customer service. Public Works is supported by an annual operating budget of \$42 million, a \$125 million 5-year CIP and has 57 full-time staff, all of whom are committed to providing the highest level of service to the Manhattan Beach community.

Ideal Candidate

Under general supervision, plans, coordinates, and participates in the completion of varied professional engineering projects within the Engineering Division and performs other related duties as assigned. The Senior Civil Engineer functions as a Project Manager with minimal supervision to manage capital improvement projects from initial concept to close-out. The candidate participates in the implementation and completion of assigned engineering, projects, programs, and activities; supervises or meets with staff to identify and resolve problems and monitor work flow. The Senior Civil Engineer administers, prepares, and reviews engineering plans, specifications, construction estimates, and bidding documents for public works projects and reviews actual work for conformance with scope of work standards and specifications; prepares various staff reports and studies, budgets, environmental reports, requests for proposals, requests for qualifications, and progress reports. The Senior Civil Engineer coordinates and works with private sector developers, engineers, architects, contractors, and property owners to discuss projects under consideration or in progress, and to assist in compliance with City and State engineering standards. The candidate responds to and resolves difficult inquires and complaints related to engineering projects and proposals; establishes timeline and task schedules and tracks project costs for conformance with budgets. The Senior Civil Engineer must be able to effectively present projects and issues to the City Council, Commissions and Public.



Benefits

Retirement - CalPERS 2% @55 formula for classic members; 2% @ 62 formula for new members. City does not participate in Social Security.

Health Insurance - CalPERS Medical and Delta Dental Plans available; city contribution for medical coverage for employee and dependents at 95% of the PERSChoice premium level plus additional \$70 per month for dental coverage or cash back; City paid vision plan for employees and eligible dependents.

Deferred Compensation - ICMA-RC 457 plan available; city contributes 4.5% of monthly compensation to a 401 (a) plan.

General Leave - up to 280 hours per year with 10+ years of service; 120 hours per year may be cashed out. City recognizes 11 paid holidays per year.

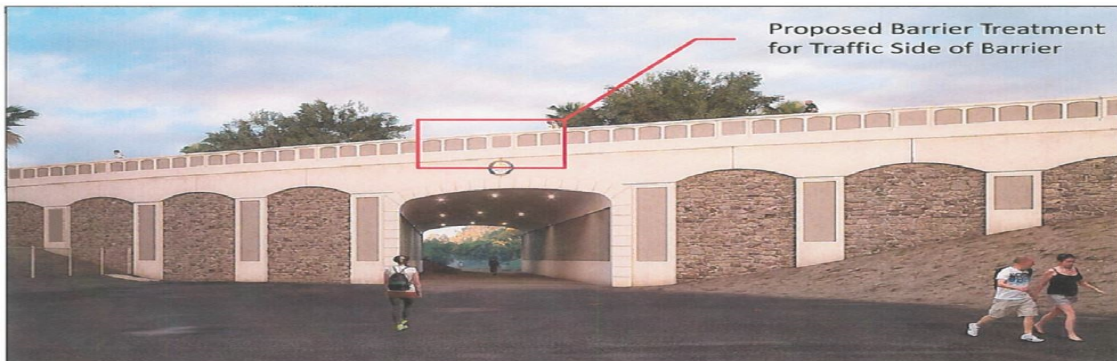
Disability Insurance - city paid coverage for Long Term Disability plan that pays 60% of salary after 60-day waiting period; optional Short Term Disability plan available.

Qualifications:

Education: Bachelor's degree from an accredited four year college or university with a major in Civil Engineering or a closely related field is required.

Training: Three (3) years of responsible professional experience in Civil Engineering or a related field is required. Public Sector experience is highly desirable.

License & Certificate: Must obtain a valid Certificate of Registration as a Professional Civil Engineer from the State of California within three (3) years of employment. Ability to attain a valid Class "C" California driver's license and have an acceptable driving record.



How to Apply:

To be considered for this opportunity, please submit a completed City Employment Application **AND** Supplemental Questionnaire to Human Resources Department. **This position will remain open until filled.** Facsimiles, electronic mail, photocopies, and final filing date postmarks will not be accepted. Applications are accepted by mail, online submission, or in-person at Human Resources Department, City Hall, 1400 Highland Avenue, Manhattan Beach, CA 90266. To receive an application packet, you may call the Human Resources Department or visit the website www.citymb.info. If you need special assistance with the recruitment process, please contact Human Resources at (310) 802-5258.

All applicants will be screened in relation to the criteria outlined in the job announcement. Candidates will be reviewed and only those candidates determined to be most qualified on the basis of experience, training and education, as submitted, will be invited to participate in the selection process.

The selection process will consist of the following components and weights: **Oral Interview (100%)**

NOTE: Verification of your college degree or official transcripts is required at time of employment. Failure to do so will result in disqualification.

The City of Manhattan Beach is an Equal Opportunity Employer.

NOTE: A drug test may be administered as part of the pre-employment medical exam.

Provisions of this announcement do not constitute a contract, express, or implied, and any provisions contained in this bulletin may be modified or revoked without notice.

