



San Gabriel

THE CITY OF **SAN GABRIEL**
IS CURRENTLY RECRUITING FOR

Principal Civil Engineer

\$8,218 - \$9,989 monthly

Open Competitive Recruitment

The Opportunity:

The City of San Gabriel is seeking a Principal Civil Engineer who is highly motivated, is committed to the public-service, has strong leadership skills, is able to work with a variety of personalities, has excellent communication skills, has the ability to organize and execute multiple projects, is passionate about providing outstanding customer service, and wants to join our team. The ideal candidate will have considerable experience performing complex projects, supervising professional and para-professional engineering staff, preparing and managing budgets, developing policy, managing work orders, and using common office software. This position may be assigned to be the Acting Public Work Director/City Engineer as needed.

Position Summary:

Under general direction of the Public Works Director/City Engineer, the Principal Civil Engineer manages the day-to-day activities of the Engineering Division. The Principal Civil Engineer will oversee the functions as a project manager with minimal supervision to manage capital improvement projects from initial concept to closeout. The candidate will participate in the implementation and completion of assigned engineering projects, programs, and activities; supervise and meet with staff to identify and resolve technical difficulties and monitor work flow; perform complex engineering work; manage and participate in a variety of engineering projects including the preparation of plans and specifications; prepare of right-of-way plans, acquisitions, and environmental documents and reports; work with other City departments to identify and prioritize needs related to engineering projects; formulate cost estimates and develop implementation strategies; develop and monitor budgets for division programs and projects; prepare grant applications for project funding from various governmental agencies; maintain administrative and engineering records; maintain effective working relationships with contractors, vendors, outside agencies and the public; provide supervision and training for subordinate staff; prepare work schedules, administer performance evaluations, and other duties as assigned.

Minimum Qualifications:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be a bachelor's or master's degree in engineering or a closely related field, five years of professional experience in the field of engineering design, field surveying, engineering inspection, or engineering and architectural plan checking, and at least two years of supervisory experience. Possession or ability to obtain within the first six months of employment a certificate or registration as a Civil Engineer issued by the California Board for Professional Engineers is required. A valid Class C California Driver's License and ability to maintain a satisfactory driving record are also required.

Benefits:

- Participation in the CalPERS Retirement System: 2% @ 60 for “classic” CalPERS members and 2% @ 62 for new CalPERS members; participating San Gabriel employees will remain in their existing tier.
- City paid contribution of up to \$1,568 per month toward medical, dental, and vision insurance premiums: City offers a choice of multiple medical plans (HMOs and PPOs through CalPERS) and a choice of a PPO or HMO dental plan. Although you typically must insure yourself, coverage of dependents is optional.
- Optional enrollment in Deferred Compensation 457 Program from CalPERS, ICMA or Empower.
- Optional enrollment in Supplemental Insurance Programs.
- City-paid long term disability and life insurance (1x annual salary).
- City-paid Employee Assistance Program (EAP) and Travel Assistance Program for employees and eligible family members.
- Payment of retiree (and family) health insurance per established vesting schedule.
- Compensation of \$100 per month is available to employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish.

Leaves:

- 96 hours of sick leave per calendar year
- 80 hours of vacation per year (increases with length of service)
- 104 hours of holidays per year
- 40 hours of administrative leave (this position is exempt from FLSA overtime status)

Annual Cash-Out Programs:

- Sick Leave Buy Back: In November of each year, allowed to cash-out of up to 50% of unused sick leave accrued in the preceding 12-month period (November through November).
- Vacation Buy Back: allows cash-out of up to 40 hours of unused vacation leave per year.
- Holiday Buy Back: allows cash-out of up to 8 hours of unused holiday leave per year.

Application Procedure:

Candidates must complete a City of San Gabriel online application. Applications must be thoroughly prepared and include the following three items as attachments: (1) cover letter, (2) professional résumé, and (3) copies of all professional certifications required for the position. Failure to submit a thoroughly prepared application along with items 1-3 may be disqualifying. To apply, please visit jobs.sangabrielcity.com. **All application materials must be submitted by 5:00 p.m. on Thursday, June 6, 2019.** *Faxed, emailed, and/or hard copy applications will not accepted.*

The following is the tentative schedule for this recruitment. Please make preparations in advance and note that this schedule may be modified if the City deems it appropriate.

- Application Period.....May 10 – June 6
- Oral Panel Interview..... Week of June 17
- Selection Interviews..... Week of June 24
- Tentative Start Date.....August 5, 2019

The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five (5) days prior to the examination date.

All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 聖蓋博市是平等機會的僱主

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.

La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

HUMAN RESOURCES DEPARTMENT