

# CITY OF LAWNSDALE



## Full-Time Employment Opportunity

### ***DIRECTOR OF PUBLIC WORKS/ CITY ENGINEER***

**SALARY: \$9,909 - \$12,044 PER MONTH PLUS BENEFITS**

**CLOSE: JULY 12, 2018 (TENTATIVELY)**

Please read flyer thoroughly prior to completing employment application

#### **ABOUT THE POSITION**

Under direction of the City Manager, the Director of Public Works/ City Engineer supervises, plans, organizes, directs and administers the activities and operations of the Public Works Department. This department head level position is "at will" and part of the Central Management Team. Incumbent has full responsibility for providing direction and oversight for the department key areas, which includes: engineering; street, building and landscape maintenance and contract administration.

#### **EXAMPLE OF DUTIES**

Essential duties may include, but are not limited to the following: serve as the City Engineer and administer the city's public works engineering program; develop and monitor the department's work plans; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures; provide administrative assistance to the City Manager; oversee and monitor the department's budget and directs the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments; oversee public works capital projects, design and construction, quality control and budget administration; select, train and evaluate personnel; represent the City in outside community and professional groups and committees; negotiate, execute and administer a variety of contracts and agreements; review and interpret government regulations and requirements; research and prepare technical and administrative reports and studies; prepare written correspondence; and perform other duties as assigned.

#### **SELECTION PROCEDURE**

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**Applications are being accepted immediately and subject to close without notice. Please submit an official City Employment Application and resume to the City of Lawndale's Administrative Services/ Personnel Department.** All official City applications materials will be screened and only the most qualified applicants, as reflected by their application materials, will be invited to participate in the selection process. Resumes are accepted but NOT in lieu of an official City Employment Application. Candidates that require special accommodations due to a disability are encouraged to request accommodations prior to the closing date. Applications may be obtained from the City website at [www.lawndalecity.org](http://www.lawndalecity.org) or by contacting the City of Lawndale at (310) 973-3200. EOE.

#### **THE IDEAL CANDIDATE**

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The ideal candidate will be a dynamic leader with strong management, organization and communication skills with a proven track record of effectively overseeing capital improvement projects and public works operations, managing staff, and working collaboratively with all levels of the organization. Successful candidates should be innovative, dedicate attention to achieving specific strategic plan objectives to improve the overall performance and effectiveness of the organization, while providing exemplary municipal services to City residents, businesses, and visitors.

#### **MINIMUM QUALIFICATIONS**

Graduation from an accredited college or university with a Bachelor's degree in civil engineering or related field is required. A Master's degree is preferred. Six (6) years of experience managing diverse public works operations involving administration, engineering, capital projects and programs, maintenance and operations, including: two (2) years managing and/or directing a division or department. Possession of valid registration as a Professional Engineer in the state of California is required. Registration as a Land Surveyor is desirable.

Successful candidates must have knowledge of principles and practices of civil engineering as applied to municipal public works; applicable Federal, State and local laws, regulations, ordinances and policies; principles and practices of construction and maintenance, civil and traffic engineering; ability to direct and control the operation of a department and its budget; analyze, develop and implement department policies and procedures; prepare clear and concise written reports, spreadsheets, correspondence and make presentations; negotiate and manage professional consulting service contracts; identify and respond to the public, City Council, City Manager, Traffic Committee and Planning Commission issues and concerns. On a continuous basis sit at desk; frequent use of hands and fingers; speak and hear; intermittently twist to reach equipment surrounding desk; walk and stand; occasionally bend, squat, stoop, kneel, push, pull, and lift 25 pounds; subject to frequent interruptions and public contact; work flexible schedule, days and evenings, to accommodate meetings and deadlines.



#### **CITY OF LAWNSDALE**

14717 Burin Avenue, Lawndale, CA 90260 ♦ (310) 973-3200 ♦ [www.lawndalecity.org](http://www.lawndalecity.org)

# THANK YOU FOR EXPRESSING INTEREST IN OUR CITY! LAWNDALE, HEART OF THE SOUTH BAY!

## ABOUT LAWNDALE

Lawndale is centrally located in the Centinela Valley of Los Angeles County, approximately fifteen miles southwest of downtown Los Angeles and five miles east of the Pacific Ocean. Lawndale is an urbanized area of predominately single - family homes, encompassing 1.9 square miles. The City enjoys a moderate climate with a yearly average temperature of approximately 68 degrees. The population is approximately 35,000.

The City of Lawndale was incorporated on December 28, 1959, as a general law city. The City has a council-manager form of government with an elected Mayor and four Councilmembers and a full-time appointed City Manager. The City is a contract city with police and fire services provided by Los Angeles County. There are about 60 full and part-time customer-oriented City staff to provide remaining City services.

## EMPLOYMENT PROCEDURES

An original City Employment application and Supplemental Questionnaire must be received by the Personnel Department located at 14717 Burin Avenue, Lawndale, California, 90260 by 6:00 p.m. on the closing date posted on the front side of this job flyer. Incomplete, late or illegible applications will be disqualified and will not be accepted.

This position is designated as "at-will", serving at the pleasure of the City Manager, and subject to discharge without notice and right to appeal. Candidates should refer to Selection Procedures on the front of this flyer for the selection process. Candidates chosen to fill vacancies will be required to pass a physical examination (which includes a drug/alcohol test) and a background investigation (which includes fingerprinting). Candidates must be able to provide documentation which authorizes their legal right to work in the United States in compliance with the Immigration Reform and Control Act of 1986 upon hire.

The City of Lawndale is an Equal Opportunity Employer which does not discriminate against applicants based on their race, skin color, gender, religion, sexual orientation, or disability. Please notify the Personnel Department prior to the final filing date should you require special accommodations in the testing process. All employees are designated disaster service workers in the event of an emergency or natural disaster that threatens the life, health and/or safety of the public.

## EMPLOYEE BENEFITS (May not apply to all positions):

**RETIREMENT**– The City contracts with the California Public Employee’s Retirement System (CalPERS), in compliance with Public Employees’ Pension Reform Act 2013 (PEPRA). The City offers 2% @55 formula for “classic members” and 2% @62 formula for “new members.” The City does not participate in Social Security.

**BENEFITS** – The City provides extensive health benefits for full-time employees, through a flexible benefit spending plan coordinated with IRS Section 125; and wellness reimbursement program (\$100 per fiscal year).

**WORK SCHEDULE** – The City offers varying work schedules to include 5/40, 9/80 and 4/10 work schedule. City Hall is open Monday through Thursday 7:00 a.m. to 6:00 p.m., although many facilities operate during evenings and weekends.

**LEAVES** – 6 paid Holidays plus varying number of Floating Holidays arising out of 4/10 plan provisions; 10 days of Vacation Leave; 8 - 10 hours per month of Sick Leave; 89 hours per fiscal year of Administrative/ Management Leave.

**LIFE INSURANCE** – All full-time employees receive a life insurance policy.

**LONG TERM DISABILITY** – Employees are covered by disability insurance which will provide income for an employee who is totally disabled from injury or accident.

**DEFERRED COMPENSATION** – The City offers various programs that allow full-time employees to voluntarily defer pre-tax earnings into a savings account. City contribution match up to \$7750 for Central Management Team

**ADDITIONAL COMPENSATION**- Bilingual pay (\$45 per month); Car Allowance (\$125 per month); and Tuition Reimbursement (\$1,800 per fiscal year).

**CREDIT UNION** – Members have access to loans and low interest rates and good savings programs.

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