

CITY OF LAWNSDALE



Full-Time Employment Opportunity

DIRECTOR OF PUBLIC WORKS/ CITY ENGINEER

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

OPEN: MARCH 28, 2018

CLOSE: MAY 3, 2018

Please read flyer thoroughly prior to completing employment application

ABOUT THE POSITION: Under administrative 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 and provides administrative assistance to the City Manager; coordinates department activities with other City departments and outside agencies. Incumbent has full responsibility for providing direction and oversight for the department, 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 development of the department's work plans; assign work activities, projects and programs; monitor work flow; and 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 department 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; perform other duties as assigned.

SELECTION PROCEDURE

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Applications are being accepted until May 3, 2018 at 4:00 p.m. 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 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 who has strong management and administrative 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. The candidate will need to dedicate attention to achieving specific strategic plan objectives and dedication to providing exemplary municipal services to residents, businesses, and visitors.

MINIMUM QUALIFICATIONS

Education and Experience: Six (6) years of experience managing diverse public works operations involving administration, engineering, capital projects and programs, maintenance and operations. Two (2) years of experience in a supervisory capacity. Graduation from an accredited college or university with a Bachelor's degree in civil engineering or related field is required. A Master's degree in public administration or related field is preferred. Possession of valid registration as a Professional Civil Engineer in the state of California is required. Registration as a Land Surveyor is desirable. **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; knowledge of methods, materials, and equipment as employed in municipal public works. Principles, practices and methods of public administration, including budgeting, organization, and personnel management. **Ability to:** On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports. Know and understand applicable laws, regulations and codes. Negotiate and manage professional consulting service contracts. Plan, organize, assign and coordinate the activities of professional, technical and clerical staffing; observe performance and evaluate employees. Identify and respond to the public, City Council, City Manager, Traffic Committee and Planning Commission issues and concerns. Establish and maintain effective working relationships with those contacted in the course of work.



CITY OF LAWNSDALE

14717 Burin Avenue, Lawndale, CA 90260 ♦ (310) 973-3200 ♦ 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 31,000.

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 (PEPRA).

BENEFITS – The City provides extensive health benefits for full-time employees, through a flexible benefit spending plan coordinated with IRS Section 125.

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. The program is mandatory for all part-time employees in lieu of Social Security.

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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