

EMPLOYMENT OPPORTUNITY

Equal Opportunity Employer

PRINCIPAL CIVIL ENGINEER

Public Works Services Department

FINAL FILING DATE: MONDAY, DECEMBER 19, 2016.

APPLICATION INFORMATION

In addition to the City's application, applicants must upload the following:

- 1) A copy of your valid Professional Engineer Certificate issued by the State of California Board of Professional Engineers. **Failure to upload all required documents with the application will result in disqualification from the recruitment process.**

THE POSITION

The City of Arcadia is offering a rewarding career opportunity to an experienced, innovative, and well-organized Principal Civil Engineer. This position will supervise and lead the work of the Engineering Unit in the Department to manage major projects that include the preparation of designs, specifications, plans, estimates and reports involved in the construction and operation of a wide variety of waterworks systems, sewer systems, streets, street lighting and parks projects.

Responsibilities of this Position:

- Oversee other project managers or project engineers and serve as project manager on capital improvement projects and perform other related duties and responsibilities as assigned.
- Review and set requirements for various types of development projects, easements and legal descriptions, plan checks, construction inspections, and material testing for a wide variety of construction and maintenance projects.
- Develop and monitor systems and procedure for contract administration to ensure compliance with technical and legal requirements; prepare bids documents; review proposals; and participate in the selection of consultants and contracts.
- Exercise professional engineering judgment in accordance with current accepted practice of civil engineering and appropriate laws and codes.
- Participate in the development and administration of Capital Improvement Projects and Operation division budget; monitor and ensure cost containment within projects and section constraints; and formulate cash flow projections.
- Coordinate water, sewer, street lighting, park and street maintenance engineering projects with other City departments and outside agencies; and perform other related duties and responsibilities as assigned.

The Ideal Candidate Will:

- Possess excellent oral and written communication skills.
- Have integrity, compassion and embody a strong work ethic.
- Exercise good judgement and problem solving skills, with a strong work ethic.
- Demonstrate an enthusiastic passion for customer service and a strong commitment to serving the community.
- Be team-oriented, courteous, develop and maintain relationships with leadership, external stakeholders, peers, colleagues, and the public.
- Display leadership characteristic necessary to develop a high-performing team.

For a complete description of this job classification, please visit the City's website at www.ArcadiaCA.gov.

QUALIFICATIONS/REQUIREMENTS

Experience: Five (5) years of increasingly responsible professional engineering and/or management experience in Civil Engineering or water resources including two (2) years of project management, supervisory, and administrative responsibility. Experience in water and sewer design within municipal government is highly desired.

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field.

License/Certificate: A valid certificate of registration as a Professional Engineer issued by the State of California is required. Professional Civil Engineer registration or equivalent is preferred. Possession of, an appropriate, valid driver's license.

Special Requirements: Ability to work in a standard office environment with some ability to kneel, stoop, climb and lift and some exposure to outdoors, vibration, and mechanical hazards; ability to travel to different sites and locations.

THE SELECTION PROCESS: Applications will be reviewed and those candidates whose applications indicate they have met minimum qualifications will be further considered to participate in the recruitment process. The selection process may consist of: **Application Evaluation** (Qualifying); and **Oral Interview** (100%). The City reserves the right to limit the number of interviews conducted. The interview score determines the ranking on the eligibility list and will remain in effect for one year. A pre-employment background and medical examination are additional requirements for hire. Failure on any part of the selection process will result in removal from the recruitment process. **Please Note:** If you have a disability that may require an accommodation in the selection process, please notify Human Resources in writing when you submit your application.

Monthly
Salary Range

\$7,803- \$9,745

Monthly
Benefit
Allowance of
\$1,302

CITY OF ARCADIA

Known as the Community of Homes, Arcadia has over 56,000 residents and is located at the base of the San Gabriel Mountains. The City is notable for hosting a mix of high-quality retail outlets, the world-famous Santa Anita Race Track, and the LA County Arboretum. Incorporated in 1903, this politically stable Charter City provides a full range of municipal services through its collaborative and highly-responsive management team. Arcadia is an organization where innovation thrives and excellence is appreciated. We value integrity, compassion, and effectiveness. Our standards are high but our workplace is fun and flexible.

EMPLOYMENT BENEFITS

RETIREMENT:

NEW PERS MEMBERS (entering on or after 01/01/2013) – Member of the Public Employees' Retirement System (PERS) 2% at 62 formula. Employee pays 6.75% of employee share.

CLASSIC PERS MEMBERS (entering on or before 12/31/2012) – Retirement formula based on appointment date and membership status with CalPERS; ie. Member of the Public Employees' Retirement System (PERS) 2% at 60 formula. Employee pays 7% of employee share.

Plans include Survivor benefit, pre-retirement option 2W Death benefit, three year final compensation and credit for unused sick leave.

SICK LEAVE: 96 hours per year.

VACATION: Varies between 80 and 160 hours per year based upon years of service.

ADMINISTRATIVE LEAVE: 0 - 80 hours per year.

HOLIDAYS: 13 holidays per year (hours vary each year).

MEDICAL AND DENTAL INSURANCE: CalPERS medical plans and Delta Dental plans available. Benefit allowance of \$1,302/month. Balance can be taken as cash back or applied to a deferred compensation plan.

VISION INSURANCE (Vision Service Plan): City paid vision plan for employee and dependents.

LIFE INSURANCE (Standard Insurance): Term life equal to employee's annual salary plus \$25,000 Life & AD&D benefit. Additional Term Life insurance available.

LONG TERM DISABILITY: \$1,300/month. Maximum benefit period 42 months. Optional Buy-Up plan available.

DEFERRED COMPENSATION: Employees may participate in an optional 457 deferred compensation plan.

CITY PAID BIENNIAL PHYSICAL: At Arcadia Methodist Hospital.

TUITION LOAN/REIMBURSEMENT: Maximum loan or reimbursement, including on campus parking fees and textbooks, paid at the rate of \$4,126 for undergraduate courses and \$5,062 for graduate courses.

MGT 7-2016

EQUAL OPPORTUNITY

The City of Arcadia does not discriminate on the basis of age, sex, race, religion, national origin, marital status, or handicap status in its employment actions, decisions, policies, and practices. If applicants have a disability that may require an accommodation in the selection process, they should notify the Human Resources Office in writing at the time applications are submitted.

EMPLOYMENT INFORMATION

HOW TO APPLY

To submit an online application please visit the City of Arcadia's employment page at www.ArcadiaCA.gov/employment. For additional information on this position, please contact the Human Resources Division at 626-574-5405.

APPLICATIONS

Online applications must be filled out completely and must clearly show that the minimum qualifications are met. Submitting an incomplete application may result in disqualification. All statements made on the application are subject to investigation and verification. Online applications must be filed by the established deadline. Resumes may be attached to completed applications, but a resume will not be accepted in lieu of an official City application.

SELECTION

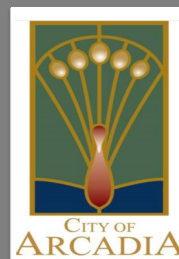
Those applicants who meet the minimum qualifications and appear to be among the best qualified will be selected as candidates for the examination. If appointed to a City position, incumbents will be required to submit written identification showing they are entitled to legally work in the United States. All new hires may be subject to pre-employment drug and alcohol testing.

EMERGENCY SERVICES

All City employees are required to perform assigned Emergency Service duties in the event of an emergency or disaster.

EMPLOYMENT STANDARDS

Employment with Arcadia is contingent upon meeting the medical standards of the position. An employee must pass a pre-employment physical examination, including a reference and background check, loyalty oath, and complete a probationary period of one year.



Administrative Services Department
Human Resources Division
240 West Huntington Drive
Post Office Box 60021,
Arcadia CA 91066-6021
(626) 574-5405