



CITY OF MILL VALLEY

JOB ANNOUNCEMENT ENGINEERING MANAGER DEPARTMENT OF PUBLIC WORKS

ABOUT MILL VALLEY:

The City of Mill Valley is 14 miles north of San Francisco and 40 miles from California's famous wine country. Mill Valley is a town with a rich and eclectic cultural history and a lively and engaged citizenry.

Mill Valley is primarily a suburban community, with distinctive residential neighborhoods representing the many eras of the town's growth from a small mill town to the modern full service city it is today. Our population's approximately 14,000 residents live in a 4.8 square mile area, although we serve as the center for a larger unincorporated Mill Valley area with more than 30,000 residents.

With a staff of almost 150 full-time employees and an annual operating budget of \$41 million, the City of Mill Valley is a full-service municipality that prides itself on efficient, effective and courteous service delivery with a commitment to operational excellence.

ABOUT THE DEPARTMENT:

The Public Works Department includes the divisions of Engineering, Operations (Building, Parks, Streets and Sewers, and Fleet Maintenance) and Wastewater Treatment.

With a complement of 30 staff, an \$8 million operational budget, and the oversight of the 5-year CIP program, the department offers a full range of service and support for residents, businesses and City departments.

ABOUT THE POSITION:

Under the direction of the Public Works Director/City Engineer, this position manages, supervises and coordinates the activities and operations of the Engineering Division within the Public Works Department. The Engineering Manager provides high-level engineering related services and activities for the City of Mill Valley, coordinates assigned activities with other divisions, departments and agencies and provides administrative, professional and technical assistance to the Public Works Director.

Typical project assignments may include:

- Street Resurfacing Program
- Sanitary Sewers Rehabilitation Program
- Steps, Lanes, and Paths Projects
- Bicycle and Pedestrian Projects

THE IDEAL CANDIDATE:

The ideal candidate will have a minimum of six years of increasingly responsible civil engineering, public works, and sewage treatment facility experience, including at least four



Above: Mill Valley City Hall

years in a supervisory capacity. The candidate should also possess a bachelor's degree in Civil Engineering and be registered as a Civil Engineer in the State of California. The ideal candidate will be an effective communicator, highly skilled manager, and will have extensive experience in managing municipal Capital Improvement Programs.

Please make sure to read the Job Description for complete information on the job and requirements.

SALARY AND BENEFITS:

\$9,819 - \$13,162 / Month DOE

The City of Mill Valley is pleased to offer a comprehensive benefits package that includes health, dental, life, and long-term disability insurances, a 457-deferred compensation plan, retirement through CalPERS and generous leave.

APPLICATION INSTRUCTIONS:

1. To apply, please visit www.CalOpps.org.
2. Utilizing the application process in the above link, please also upload your Cover Letter and Resume.

Resumes will not be accepted in lieu of the City's official application form, but should accompany the application.

Priority filing deadline is 5:00 P.M. Wednesday, July 12, 2017.
Applications submitted afterward may still be considered.

FOR QUESTIONS PLEASE CONTACT:

Seth Allingham, Deputy City Clerk/Administrative Analyst
26 Corte Madera Avenue
Mill Valley, CA 94941
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The City of Mill Valley is an Equal Opportunity Employer. The City does not discriminate on the basis of race, religion, color, sex, sexual orientation, age, national origin or disability.



ENGINEERING MANAGER

JOB DESCRIPTION

DEFINITION

Under direction of the Public Works Director/City Engineer, this position manages, supervises and coordinates the activities and operations of the Engineering Division within the Public Works Department. The Engineering Manager provides high-level engineering related services and activities for the City of Mill Valley, coordinates assigned activities with other Divisions, Departments and Agencies and provides administrative, professional and technical assistance to the Public Works Director and acts on behalf of the Director as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Public Works. Exercises direct supervision and management of the Engineering Division, including the Senior Associate and Assistant Engineers, Engineering Technicians and related engineering staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties include but are not limited to the following:

- Assumes management responsibility for the services and activities of the Engineering Division, including Capital Improvement Projects, private projects, and the full range of other engineering related services and activities
- Supervises and participates in the development and review of plans, specifications and estimates and the implementation of construction in progress for adherence to codes, acceptable engineering standards and related federal, state and City standards and policies.

- Performs, or is responsible for the contract administration activities which include, but are not limited to plan and specification preparation and reviews, contract preparation and execution, contract change order approval, payment approval, dispute resolution, acceptance and bond release approval.
- Coordinates the review of development plans and permit applications, and studies and designs for public work projects, surveying assignments, drafting, the preparation of various legal documents, and the collection of fees.
- Assigns and oversees the review of private development projects and imposes conditions of approval as appropriate.
- Responds to general information requests from public and governmental agencies on all facets of the City's engineering activities.
- Attends meetings as the City's and the Department's representative.
- Prepares comprehensive technical reports and staff reports in verbal and written form to the City Council, City Commissions and other Boards or Agencies as required.
- Process requests for lot line adjustments; certificates of Compliance and land vacations.
- Formulates sewer rate designs and recommendations; monitors industry trends and provides suggestions on alternative sewer design scenarios; addresses difficult and complex elements of rate analysis; reviews reports and documentation; makes public presentations on rate recommendations and proposals.
- Manages engineering activities, the budget and the delivery of the City's Capital Improvement Program, delivering capital projects for all City Departments and agencies.
- Reviews, approves and interprets technical reports, engineering drawings, plans and specifications and legal descriptions and other legal documents.
- Ensures compliance with Public Contracts Code, Federal and State laws, local ordinances and regulations.
- Presents information and respond to questions from supervisors, other agency staff and the community.
- Serve as the Acting Public Works Director/City Engineer as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a municipal engineering program.
- Principles and practices of civil engineering, construction management and administration.
- Design, construction and operation of public works facilities.
- Methods of preparing designs, plans, specifications, estimates, reports & recommendations.

- Request for Qualifications (RFQ), Request for Proposals (RFP) and the public bidding process.
- The design and operations of Streets, storm drains, buildings, parks, and other public works projects.
- Federal, State and local Laws and codes related to civil engineering, building construction and ADA compliance.
- The ordinances, rules, and regulations governing the treatment, control, and discharge of sanitary wastewater;
- Current engineering technology and related engineering software.
- Best practices of personnel management.

Ability to:

- Prepare and administer program budgets
- Oversee, direct and coordinate the work of consultants and City engineering staff.
- Conduct public relations.
- Perform design engineering.
- Prepare plans, drawings, specifications, diagrams, and make sketches.
- Work effectively with contractors, engineers and their representatives.
- Operate a computer and related engineering software.
- Make complex engineering calculations and prepare plans and specifications.
- Supervise the preparation of engineering records and prepare technical reports.
- Evaluate and resolve engineering problems.
- Establish and maintain effective working relationships.
- Communicate effectively, verbally and in writing.
- Negotiate contracts.
- Mentor, lead, inspire.

EXPERIENCE AND TRAINING:

Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be:

- Bachelor's degree in Civil Engineering
- Six years of increasingly responsible civil engineering, public works, and sewage treatment facility experiences, including at least four years in a supervisory capacity, preferably as a section manager or above.
- Registration as a Civil Engineer in the State of California.

License or certificate required:

- Possession of a valid California Class C driver's license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

SPECIAL REQUIREMENTS:

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in evenings or on weekends with indoor conditions and regularly works near video displays. The employee is occasionally exposed to outside weather conditions and uses personal vehicle. The noise level in the work environment is usually moderate.