



CITY OF SANTA ROSA
invites applications for the position of:

Supervising Engineer - Water

An Equal Opportunity Employer

SALARY: \$55.00 - \$70.65 Hourly
\$9,533.50 - \$12,246.17 Monthly
\$114,402.00 - \$146,954.00 Annually

OPENING DATE: 03/23/23

CLOSING DATE: 04/20/23 11:59 PM

THE POSITION:

The City of Santa Rosa's Water Department is currently seeking qualified applicants for the position of Supervising Engineer. We invite you to join the team at the City where you can be part of a dynamic, customer-centric, collaborative, diverse, inclusive and knowledgeable organization committed to facilitating a thriving community by providing excellent customer service.



The City of Santa Rosa is committed to building a workforce reflective of our community and establishing a lasting culture of equity and belonging within our organization. Our collective talents and expertise contribute to high-quality public services that support a vibrant, resilient, inclusive City for our community and visitors. We celebrate a diverse workforce and welcome all qualified candidates to apply.

THE BENEFITS OF CITY EMPLOYMENT:

- A 2.5% salary increase effective July 2023
- 11 paid holidays annually, plus 1 to 3 'floating holidays' per year, depending on start date and years of service
- \$500 annually for wellness
- Flexible schedule (9/80 and 4/10) available with management approval
- Opportunity for up to 50% remote work after successful completion of probation

In addition to offering a challenging, rewarding work environment and excellent salary, the City of Santa Rosa provides a generous suite of benefits, including retirement through CalPERS, a competitive leave accrual package, your choice of health plan, a flexible spending program, employer contributions to a Retiree Health Savings plan, flexible work schedule options, and top of the line employer paid (free to you) vision and dental coverage. More information regarding benefits associated with this position can be found on our [Miscellaneous Employee Benefits Page](#).

ABOUT THE POSITION:

Incumbents will work under the general direction of a Deputy Director to supervise and participate in the conduct of complicated engineering planning, master plan development, CIP development, design and plan review activities, and database development and management in the assigned division and are expected to perform the most complex professional engineering work, requiring a substantial level of professional training and experience in addition to supervising other professional staff. The fundamental reason for the existence of this classification is to supervise and participate in the conduct of complicated engineering planning, design, plan review and inspection activities in an assigned division. Work of this class usually involves the supervision of professional and technical personnel. Assignments are general and of a continuing nature, requiring the exercise of independent judgment and initiative in scheduling, assigning and coordinating the work with that of other units.

THE CURRENT OPPORTUNITY:

The current available assignment is in the Asset Management section of the Water Department's Engineering Resources division. This exciting position manages the 12 professional, technical and administrative staff members of the Asset Management team. Duties include supervising the planning and preparation of the capital improvement plan and budget; asset identification and condition assessment; assisting in resource allocation and risk mitigation decisions; promoting sound asset management principles throughout the department and City; supervising the planning and preparation of system master plans; supervising the Water Department's information technology (IT) team; and representing the Water Department regarding its IT needs.

THE IDEAL CANDIDATE:

The ideal candidate will have an understanding of, and experience implementing, asset management principles; strong technical analysis, problem solving, and project management skills; be detail oriented; have strong written communication skills; and the ability to manage multiple complex projects. The successful candidate will have experience supervising, coaching and mentoring; provide exceptional customer service; build strong relationships with internal and external stakeholders; and have experience presenting complex subjects to policy makers and members of the public.

Please complete a thoughtful, thorough Supplemental Questionnaire submission. As part of the selection process, your responses to these questions will be scored using criteria specific to this position. Incomplete responses, or responses such as "See Resume" can result in disqualification from the selection process.

Learn more about our Engineering Services [HERE](#)

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

The following duties are considered essential for this job classification and are applicable to all sections:

- Supervise, select, train and evaluate professional and technical staff in an assigned section of Engineering Services or Building and Code Compliance Division;
- supervise and participate in the development of plans, specifications, estimates and work orders for the construction of public works and City projects;
- initiate and conduct engineering planning studies to identify infrastructure needs; manage construction contract administration;
- review and make recommendations on technical reports and studies;
- check computations and specified materials for accuracy and conformance with regulations;
- inspect project sites to assist in solution of difficult problems;
- coordinate engineering related activities with other City departments, divisions and sections and with outside agencies;
- research, interpret and apply the City code, and State and Federal laws and regulations related to City infrastructure projects;
- interpret specifications and City policy and make change orders;
- participate in the selection and supervision of private professional engineers for the development of plans and specifications, studies and reports;

- supervise, review and participate in the preparation of environmental assessments, studies and reports;
- serve as staff and make presentations to the City Council, Planning Commission, Board of Public Utilities, other boards and commissions, committees, outside agencies, and property owners on City infrastructure systems and building construction engineering matters; develop and manage section annual budgets;
- sign and stamp civil engineering documents including studies, reports, plans and specifications;
- in the absence of the incumbent, act as City Engineer, Deputy Director or Chief Building Official depending upon area of assignment;
- and perform related duties as assigned.

Asset Management

- Supervise the planning and preparation of the capital improvement plan and budget, workflow and benchmark analysis, asset identification and condition assessment, oversee the development of system planning mapping and data analysis, asset management principles including asset valuation, depreciation, preventive maintenance scheduling, triple bottom line assessment, development of department Level of Service indicators, analyze data for cost and staffing projections, assist in resource allocation and risk mitigation decisions, promote sound asset management principles throughout the department and city. Supervise the stormwater program, providing direction and guidance on creek and stormwater issues throughout the city, oversee biological and environmental support for City projects, and development and administration of the stormwater management plan and discharge permit. Supervise the materials engineering section including development and analysis of pavement condition/rehabilitation goals, ensure the quality and responsiveness of testing and materials support for city and development projects, coordinate with various city departments on regulations and testing requirements,

REQUIRED QUALIFICATIONS:

Experience and Education: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Sufficient years of experience in professional engineering work in the area of assignment to demonstrate possession of the knowledge and abilities listed above, including some supervisory experience

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

Licenses/Certificates: Possession of or ability to obtain prior to appointment, a certificate of registration as a professional engineer in civil engineering issued by the State of California.

Knowledge of: Principles and practices of engineering; modern methods and techniques used in the design and construction of a wide variety of infrastructure engineering projects and/or design, construction and rehabilitation of a wide variety of building projects; modern developments, current literature and sources of information regarding the assigned area of engineering; applicable laws and regulatory codes relevant to design and construction in the area of assignment; principles of supervision, training and performance management.

Ability to: Make complex engineering computations and check, design and supervise the construction of a wide variety of public and private facilities; communicate clearly and concisely, orally and in writing; use a variety of drafting and engineering apparatus; supervise, train and evaluate professional and technical subordinates.

This classification requires the ability to perform work at various locations. Individuals must be physically capable of operating a motor vehicle safely and possess a valid, Class C, California Drivers License, or be able to demonstrate the ability to travel on scheduled or unscheduled visits to various City facilities or work locations which may or may not be reachable by public transportation.

ADDITIONAL INFORMATION:

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

A Supervising Engineer works primarily indoors, sitting for extended periods of time with the ability to change positions. Using a computer, calculator and other standard office equipment requires making continuous or repetitive arm-hand movements. Books and plans weighing less than 20 pounds are carried more than 20 feet. Part of the work involves inspecting development and construction sites which requires the ability to walk over rough, uneven or rocky surfaces, jumping over trenches and other obstacles and working in a variety of weather conditions with exposure to the elements. Inspecting sites requires the ability to hear alarms and operation of construction equipment. Use of a computer mouse with computer aided design programs requires making fine, highly controlled muscular movements to adjust the positions of a control mechanism. Using survey equipment during inspections involves measuring distances using calibrated instruments. Inspecting bridges requires working at heights above 10 feet. Conducting inspections requires the individual to climb ladders or scaffolding, ranging up to 50 - 60 feet, in order to access and walk on roof tops. A sense of balance is required to walk on 6/12 pitched roof tops. The job requires the ability to access and enter cramped quarters such as crawl spaces which may bring the incumbent into contact with reptiles, insects, and/or rodents.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer is contingent will be outlined in the conditional job letter.

THE SELECTION PROCESS:

The selection process will include a minimum qualifications assessment, and may also include an application and supplemental questionnaire review, followed by department selection interviews. It is anticipated that interviews will take place towards the end of September. For more information about this exciting opportunity, please contact Angela Dick at adick@srcity.org.



SANTA ROSA - A WONDERFUL CITY TO CALL HOME:

The City of Santa Rosa is nestled in the center of famous Sonoma Wine Country, located just 55 miles north of San Francisco and 30 miles east of the Pacific Ocean with a population of approximately 180,000. Santa Rosa serves as the County seat and the center of trade, government, commerce, and medical facilities for the North Bay. The surrounding area is home to over a hundred wineries and vineyards and many beautiful parks and recreational facilities, including golf courses. Santa Rosa is in the center of a nationally recognized cycling area. We boast many attractions associated with large cities, including a symphony, performing arts center, theater productions and internationally recognized restaurants, yet still retain the warmth and small town feel of decades past. Santa Rosa has been named one of the 50 greenest cities in the United States with one of the top five mid-sized downtowns in California.

The City of Santa Rosa is proud to be an equal opportunity workplace.

APPLICANT'S RESPONSIBILITIES:

Before making the final submission of the application, it is your responsibility to ensure you are submitting a complete application package, which will consist of a complete application for employment reflecting all jobs you have held during at least the last 10 years and may consist of additional required documents and a complete supplemental questionnaire. A resume will not be accepted in lieu of a complete application. Your responses to any supplemental questions describing specific work experience and education must clearly correspond to work history and education on your application.

SPECIAL ACCOMMODATIONS:

If special accommodations are necessary at any stage of the examination process, e.g., written examination, oral appraisal interview, assessment center or other activity, you must request an accommodation within five (5) business days of being noticed that an event requiring accommodation is occurring and every attempt will be made to consider your request. To request an accommodation, please visit our website at <https://srcity.org/182/human-resources> or call Human resources at 707-543-3060. The City is an equal opportunity employer.

Supervising Engineer - Water Supplemental Questionnaire

- * 1. The answers you provide to the supplemental questions will be used to evaluate your qualifications for this position and whether you will continue in the selection process. They also may be used to evaluate your qualifications relating to specific openings as they occur and whether you will be referred to departments for interviews. Specific work experience you claim in response to these questions must be clearly supported and described in the work history and education portion of your application, or else you will not receive credit for it. Do you accept these conditions?
 Yes No

- * 2. Do you possess a current certificate of registration as a professional engineer in civil engineering in the State of California?
 Yes No

- * 3. Please describe your experience training, coaching, supervising, and evaluating others. Include in your response where you gained your supervisory experience, the number of employees you were responsible for supervising, the nature of the work they performed, the scope of your supervisory duties, and the length of time you were a supervisor.

- * 4. Please describe your experience presenting to policy maker groups such as City Councils, Governing Boards or Commissions. Include in your answer the type of policy maker group, approximately how many times you have made presentations to this type of group and give some examples of the nature of the presentations you have made.

- * 5. Please describe you experience related to asset management. Include in your answer the type of asset management programs you have worked with, the level of service indicators used and how they were developed and your role in the asset management program.

- * 6. Please describe your experience assisting in the development of engineering planning documents that focused on an urban utility system (e.g., water, wastewater stormwater, etc.) Please include a description of the documents and your role in their development.

- * 7. Please describe your experience overseeing Information Technology resources (including databases) and any information technology coursework or training you have completed.

- * Required Question