



CITY OF RICHMOND (CA)
invites applications for the position of:
SENIOR CIVIL ENGINEER

SALARY: \$8,617.00 - \$10,474.00 Monthly

OPENING DATE: 06/15/21

CLOSING DATE: 08/14/21 11:59 PM

INTRODUCTION:



POTENTIAL TOTAL COMPENSATION	
<u>ANNUAL SALARY</u>	\$125,688 at top step
<u>CITY-PAID BENEFITS PACKAGE</u>	\$27,039 max value
<u>CALPERS CITY-PAID RETIREMENT 13.422%</u>	\$16,869 at top step
TOTAL ANNUAL COMPENSATION	\$169,596 potential

The City is searching for **two** energetic and motivated Senior Civil Engineers. **One position** will manage and provide support to the Capital Program Manager to manage a variety of Capital Improvement Program (CIP) projects, including an ambitious and aggressive effort to upgrade the 6-7 MGD wastewater treatment plant, which was built in the 1950s and 1960s, and rehabilitate the 179-mile sewer collection system in conformance with a recent Baykeeper settlement. This CIP is funded by recent City Council-approved sewer rate increases of 5% to 7% per year for five years. Responsibilities will include oversight of the City's contractor, Veolia, through project planning, design, and construction phases; partnering with West County Wastewater on joint projects. This position will also provide leadership on the City non-District CIP, including a variety of street/trail improvements and public facilities improvements. The **second position** will provide support to the Capital Program Manager by overseeing traffic safety improvement requests, overseeing the public infrastructure interests in a variety of development projects including the City's burgeoning shoreline development. The ideal candidates will be passionate about public service in a progressive local agency that prides itself in an active community engagement process.

POSITION DESCRIPTION AND DUTIES:

Under administrative direction, the Senior Civil Engineer supervises and participates in both the field and office work of engineers, inspectors, and technical personnel in connection with the design and construction of streets, sewers, and other public and private works as required.

This is a management position that requires supervision, training, and evaluation of subordinates. It requires considerable latitude for independent judgment and action. The Senior Civil Engineer will also assist in the development and implementation of City departmental or division goals, policies, procedures, and priorities.

The Senior Civil Engineer will be assigned to one of the following functional sections but may assist in other areas as well:

Land Development Section: This Senior Civil Engineer will manage all aspects of private land development and street encroachments in conformance with engineering standards, City regulations, and California Subdivision Map Act requirements. Reviews or supervises review of subdivision maps, improvement plans, excavation permits, and building plans for conformance with flood plan ordinance. A Senior Civil Engineer who is eligible to sign subdivision maps or is a licensed surveyor in this position will receive a 15% salary supplement. This Engineer will attend Planning Commission meetings as required.

Design Section and Construction Section of the City's Capital Improvement Program: This Senior Civil Engineer will be responsible for the design and/or construction of the City's Capital Improvement Program (CIP) for all City Departments, including collecting the capital projects from each City Department, cost estimating, planning, design, contract administration, and the construction of all capital projects. Construction management and inspection of projects, as well as scheduling contract payments, will also be required. Coordination with the Finance Department will be required to develop the financial structure and budget to finance capital projects. This position will also have custody of and responsibility for the preservation and filing of all maps and drawings. These two positions would report directly to the Capital Project's Manager.

Traffic Section: This Senior Civil Engineer will be responsible for this function in addition to coordinating, making assignments to, and oversight the services of a Traffic Engineer Consultant if contracted. Includes evaluation of EIR Traffic elements, as well as on private development, coordination of traffic signals, signs, lines, traffic counts, traffic calming requests, accident evaluation, railroad issues, evaluation of new applications related to traffic circulation, and other associated activities as required. Arranges for speed surveys and preserves resulting records as well as other traffic records required to be retained, and retrieves information as requested from various sources. Requires coordination and review of transportation and traffic issues with the Planning Department, Redevelopment Agency, Police Department, and other City Departments as needed. Will attend City Council Public Safety Committee meetings and all other local and Regional Transportation planning groups as needed.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough Knowledge of: Principles and practices of civil engineering. Applicable Federal, State, and local laws relating to the design and construction of municipal public works. Office and records administration, including personal computers and software. Safety law, regulations, and practices. Public Administration, including personnel management and supervision.

Ability to: Prepare computer-generated written reports, spreadsheets, and presentations; prepare designs and specifications for all types of public works; direct and coordinate the work of other engineering and technical personnel; review and analyze relevant legislation; prepare successful grant applications; communicate effectively, orally and in writing; represent the City effectively with various

public and private agencies; establish and maintain effective working relationships with administrative personnel, other staff, private engineers and consultants, and members of the public.

MINIMUM QUALIFICATIONS:

MINIMUM QUALIFICATIONS

EDUCATION/EXPERIENCE/TRAINING

Education: Graduation from college with major work in civil engineering.

Experience: Four (4) years of increasingly responsible, professional civil engineering experience, including supervision. A combination of experience, education and/or training which substantially demonstrates the following knowledge, skills and abilities:

LICENSES/CERTIFICATIONS: Possess and maintain a valid Class C California Driver License. Have a valid registration as a Professional Engineer in the State of California. A license, eligible to sign California subdivision maps or a surveyor's license is desirable and will be compensated.

OTHER REQUIREMENTS: Be willing to work regular and irregular hours as necessary.

PHYSICAL REQUIREMENTS: Meet physical demands that are typical to office settings and compatible with the requirements for attending office meetings during the day or evening.

ADDITIONAL INFORMATION:

APPLICATION AND SELECTION PROCESS

TO APPLY: APPLICANTS QUALIFYING FOR POSITIONS ON THE BASIS OF COLLEGE DEGREES AND/OR COURSES NEED TO INCLUDE DOCUMENTATION OF STATED EDUCATION. Each applicant must submit **ONLINE** a City of Richmond Employment Application and Responses to the Supplemental Qualifications Questionnaire. Failure to submit the Employment Application and the Responses to the Supplemental Qualifications Questionnaire will disqualify the candidate from further consideration.

Please fill out the Employment Application completely (including places of employment with complete addresses; i.e., number and street name, city and state, names of supervisors with telephone numbers, etc.). **INCOMPLETE APPLICATIONS WILL BE SUBJECT TO REJECTION.**

APPLY ONLINE ONLY: <http://www.ci.richmond.ca.us>

APPLICATION APPRAISAL: All completed Employment Application packages will be evaluated and scored based on job-related qualifications criteria and will be screened for better qualified. An Employment List will be established, and your placement on this list will be determined solely by information provided on the Employment Application and Responses to the Supplemental Qualifications Questionnaire. Having all of the minimum qualifications does not guarantee placement on the Employment List. **(WEIGHTED 100%)**

EMPLOYMENT LIST

A ranking of "A" (Best Qualified), "B" (Well Qualified), or "C" (Qualified) is required to achieve a position on the Employment List. This Employment List will be in effect for a maximum of two (2) years; however, the list may be canceled, without notice, after six (6) months.

IMMIGRATION REFORM CONTROL ACT: In compliance with the Immigration Reform Control Act of

1986, individuals offered employment by the City of Richmond will be required to show documentation of eligibility to work in the United State as a condition of employment.

NON-DISCRIMINATION POLICY: The City's policy prohibits discrimination against any applicant on the basis of race, color, age, physical or mental disability, religion, creed, sex, sexual orientation, or national origin.

EEO/ADA/DRUG-FREE WORKPLACE
WEBSITE: www.ci.richmond.ca.us

Analyst: S. Taylor
06/2021

**SENIOR CIVIL ENGINEER
SUPPLEMENTAL QUALIFICATIONS QUESTIONNAIRE
APRIL 2020**

These questions must be completed and submitted along with the regular City of Richmond Employment Application. Failure to complete these questions will disqualify the candidate from further consideration. The purpose of these questions is to obtain additional information to evaluate your qualifications for Senior Civil Engineer. **FOR EACH QUESTION, INCLUDE RELEVANT EXAMPLES, THE NAME OF EMPLOYER(S) WHERE EXPERIENCE WAS OBTAINED, DATES/LENGTH OF EMPLOYMENT, AND JOB TITLE.** Omitted information cannot be considered or assumed.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.ci.richmond.ca.us>

Position #PR -263
SENIOR CIVIL ENGINEER
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OUR OFFICE IS LOCATED AT:
450 Civic Center Plaza, Suite 310
Richmond, CA 94804-1630

510-620-6602

SENIOR CIVIL ENGINEER Supplemental Questionnaire

- * 1. The purpose of this supplemental questionnaire is to gather information to evaluate your qualifications for this position. For your application to receive further consideration, you must submit a complete application and provide clear, concise but detailed responses to all supplemental questions by the final filing date and time. Where applicable, responses to the supplemental questions must match the information provided in the "Work Experience" and "Education" sections of your application. Omitted information will not be considered or assumed. Failure to follow these instructions will result in disqualification. I acknowledge that I have read, understand, and agree to the above.
- Yes
 No
- * 2. What is the highest level of education that you have completed?
- High School graduate or equivalent.
 Attended college (no degree) or trade school.
 Associates Degree from an accredited college or university.
 Bachelor's Degree from an accredited college or university.
 Master's Degree or higher from an accredited college or university.
- * 3. Do you have registration as a Professional Engineer in the State of California?
- Yes No

- * 4. Do you possess a license or are you eligible to sign subdivision maps?
 Yes No

- * 5. How many years of Civil Engineering experience do you have?
 Less than Five Years
 Equal to Five Years
 More than Five Years

- * 6. Do you have experience in:
 Design and construction of streets?
 Design and construction of sewers

- * 7. Do you have experience in:
 Doing presentations to councils, governing bodies, and other stakeholders?
 Partnering with groups, neighboring agencies, government entities?
 Interacting with funding and permitting agencies?
 Preparing complex reports?
 Preparing cost estimates?
 Analysis of engineering projects?

- * 8. How many years of supervisory experience do you have?
 Less than two years
 Equal to two years
 More than two years

- * 9. Briefly describe what subordinates might say about your supervisory style.

- * 10. Briefly describe an environment where you supervised staff and multiple projects, including the value (estimated construction costs) and size and duration (design and construction) of the projects.

* Required Question