



**CITY OF VENTURA**  
invites applications for the position of:

## **PRINCIPAL CIVIL ENGINEER (PUBLIC WORKS)**

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<b>SALARY:</b>	\$118,847.87 - \$159,256.24 Annually
<b>DEPARTMENT:</b>	Public Works Department
<b>OPENING DATE:</b>	04/12/22
<b>CLOSING DATE:</b>	Continuous
<b>DESCRIPTION:</b>	

**The City of Ventura is hiring!** We have an immediate vacancy for the position of **Principal Civil Engineer** with the Public Works Department. Come join our team as we align our workforce to better serve our community together – they're counting on us.

**Engineering Design and Construction** (Public Works Department): Leads the design and construction of Capital Improvement Projects. Monitors and supervises engineering operations for project final design, right-of-way acquisitions and easements, legal descriptions, agreements, studies, plans, costs estimates and specifications for capital projects; oversees construction administration of capital projects; including staff responsible for preparing, reviewing and analyzing bid documents; awarding construction contracts; schedules and attends pre-construction meetings; prepares maps, drawings, exhibits and documentation for meetings. Oversees staff and participates in field reviews, preliminary designs, design alternatives and studies for capital projects. Manages land development construction and inspection and encroachment permit inspections; supervises construction inspection activities for capital projects; confers with contractors on construction progress; ensures compliance with applicable standards and regulations; provides resolutions to construction problems. This position reports to the City Engineer.

**The Ideal Candidate:**

- Demonstrates the ability to lead a diverse team of professionals in phases of the delivery of capital projects to include planning, design, construction, and contracting.
- Demonstrates a strong background in project management and the ability to train others in project management.
- Utilizes a collaborative team approach to problem solving.
- Demonstrates a strong customer service attitude and skillset.
- Ability to explain complex engineering concepts and topics to people without an engineering or technical background.
- Understands the techniques of managing, scheduling, and monitoring multiple projects simultaneously to ensure timely completion within scope and budget.
- Has a proven track record of project management experience that demonstrates ability to identify and resolve project issues before they negatively impact the project.
- Possesses excellent oral and written communication skills.

*This position is designated as "at-will", serving at the pleasure of the appointing authority, and subject to discharge without cause and right of appeal.*

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## ***Public Works Department***

The Public Works department is a nationally accredited agency by the American Public Works Association and is organized into three groups with six divisions reporting to the Public Works Director. The Administrative Group consists of the Director, Assistant Director/City Engineer, Deputy Director for Operations, and Administration Division. The Administrative Group is responsible for the overall leadership, management, and administration of the department. The Engineering Group is led by the Assistant Director/City Engineer and includes the Capital Project Design and Construction, Engineering Services, and Transportation Divisions. The Engineering Division is responsible for all engineering functions in the city except for those assigned to Ventura Water and the Ventura Water Pure Program. The Operations Group is led by the Deputy Director and includes the Environmental Sustainability, and Fleet and Facilities Divisions. The Deputy Director is responsible for the day-to-day operations and maintenance of city owned capital assets managed by Public Works except traffic signals and signage which is part of the Transportation Division.

Additional information can be found in the Public Works Business Plan located on the city website at <https://www.cityofventura.ca.gov/189/Public-Works>.

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## ***City of Ventura***

The City of Ventura is located just north of Los Angeles County and south of Santa Barbara County and is frequently considered one of America's most desirable places to live. The City is a full-service municipality that was founded in 1782, incorporated in 1866, and serves nearly 110,000 residents within its 32 square miles. With nearly 600 employees, the City is dedicated to delivering key services to our businesses, residents, and visitors to ensure Ventura remains a fiscally stable, economically vibrant, safe, clean, and desirable community.

Locals and visitors enjoy Ventura's impressive park system that includes 32 parks and historic sites, and more than 800 acres of open green space. The City offers a remarkable year-round climate, friendly people, and a spectacular coastline. Ventura is an exciting location for a variety of outdoor activities such as biking, hiking, kayaking, paddle-boarding, sailing, surfing, whale watching and windsurfing. Other activities include the Channel Islands National Park, championship golf, world-class shopping, wine tours, and more. Learn more about the City of Ventura at [www.CityofVentura.ca.gov](http://www.CityofVentura.ca.gov)

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The City offers a total compensation package that includes both a generous salary and other benefits! Refer to the **benefits tab** on the job posting for more information.

This recruitment is open until filled. The first review of application is scheduled for **Monday, May 2, 2022**.

To be considered for this career opportunity, please complete an online City Job Application and supplemental questionnaire. For initial consideration, please submit your application and supplemental questionnaire by the first review date. Please note, the recruitment may close without notice at any time after the first review date.

For additional information on the duties and responsibilities of the position, refer to the job descriptions located on the City's Career Page at [www.cityofventura.ca.gov/jobs](http://www.cityofventura.ca.gov/jobs) or by selecting here [Principal Civil Engineer](#).

If you have questions about the recruitment process please contact Human Resources at [recruitment@cityofventura.ca.gov](mailto:recruitment@cityofventura.ca.gov).

## **MINIMUM QUALIFICATIONS:**

A Bachelor's degree in civil engineering or a related field and five years of professional civil engineering experience which includes construction project management experience and two years supervisory experience.

**License:** Possession of, or ability to obtain, a valid class C California driver license.

**Certificates:** Registration as a Professional Civil Engineer in the State of California is required at time of appointment or within 18 months of appointment if currently registered as a Professional Civil Engineer (or equivalent) in a different state.

## **SELECTION PROCESS:**

Submit a City application and supplemental questionnaire by the filing deadline. The preferred method to submit your application is online at [www.cityofventura.ca.gov/jobs](http://www.cityofventura.ca.gov/jobs). If you are unable to submit an online application, you may request paper application materials by calling (805) 654-7853 during regular business hours or emailing [recruitment@cityofventura.ca.gov](mailto:recruitment@cityofventura.ca.gov). Paper applications and answers to the supplemental questionnaire can be Faxed to (805) 648-4467 or mailed to City Hall at: 501 Poli Street, Room 210; Ventura, CA 93001. If you FAX, it is highly recommended that you also send the original documents via mail.

It is important that your City job application show all the relevant education, training, and experience you possess. Resumes, CVs and cover letters may be attached to your application but will not be accepted in lieu of a completed job application or supplemental questionnaire. Submitting an incomplete application or supplemental questionnaire, may disqualify you from further consideration in the recruitment process.

### **Application Filing Deadline:**

Applications and supplemental questions will be accepted on a continuous basis. The first review of applications will take place on **Monday, May 2, 2022**. For initial consideration, applicants are encouraged to apply before this date. Please note, the recruitment may close without notice at any time after the first review date.

### **Department Selection Interview:**

A select number of candidates will be invited to a panel interview process that will be scheduled once a sufficient number of qualified applications have been received for this position. Selected candidates will be notified of specifics at any time after the first review date. *Please note, given the current COVID-19 situation, initial panel interviews may be conducted via video teleconference. Selected applicants will be notified of specifics at the appropriate time.*

The department selection interviews will be scheduled promptly after the panel interview process is completed.

*The Eligibility List established for this classification may be used to fill other regular and temporary vacancies at the discretion of the City.*

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In compliance with the Americans with Disabilities Act (ADA), if you need an accommodation in a selection process, please notify the Human Resources Department in writing by the final filing date of the position you are interested in. The Human Resources address is: 501 Poli Street, Room 210, Ventura, CA 93001, (805) 654-7853, e-mail: [recruitment@cityofventura.ca.gov](mailto:recruitment@cityofventura.ca.gov).

## DIVERSITY, EQUITY AND INCLUSION:

The City of Ventura values human rights, goodwill, respect, inclusivity, equality, and recognizes that the City derives its strength from a rich diversity of thoughts, ideas, and contributions. As leaders in public service, we aspire to be an employer of choice by promoting an organizational culture that reflects these core values. We seek to attract, develop, and retain a talented and dedicated workforce where people of diverse races, genders, religions, cultures, political affiliations and lifestyles thrive. Our goal is to create a welcoming and inclusive environment that empowers our employees to provide the highest level of service to our community of residents and businesses; they're counting on us.

*The City is an equal opportunity employer and strives to attract qualified applicants from all walks of life without regard to race, color, ethnicity, religion, national origin, age, sex, sexual orientation, gender identity, gender expression, marital status, ancestry, physical disability, mental disability, medical condition, genetic information, military and veteran status, or any other status protected under federal, state and/or local law. We aim to create an environment that celebrates and embraces the diversity of our workforce. We welcome you to join our team!*



APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.cityofventura.ca.gov>

Position #22MH-S01-1

PRINCIPAL CIVIL ENGINEER (PUBLIC WORKS)

MH

501 Poli Street  
Ventura, CA 93001  
(805) 654-7853

[recruitment@cityofventura.ca.gov](mailto:recruitment@cityofventura.ca.gov)

### PRINCIPAL CIVIL ENGINEER (PUBLIC WORKS) Supplemental Questionnaire

- \* 1. The qualifications for this position require a combination of training, education and experience equivalent to a bachelor's degree in civil engineering or a related field. Please indicate your highest level of education completed below.

- Doctoral degree
- Master's degree
- Bachelor's degree
- Associate degree
- Some College
- High School Diploma/GED

- \* 2. For the degree completed and selected above, please list your major area of study, (e.g. civil engineering, environmental engineering, water resources engineering, etc.).

If you have no degree mark N/A.

- \* 3. Describe your professional civil engineering experience. Within your answer, include your total years of experience and where you gained the experience.

If you have no civil engineering experience, mark N/A.

- \* 4. Describe your project management experience. Within your answer, include your total years of experience and where you gained the experience.

If you have no project management experience, mark N/A.

- \* 5. Describe your supervisory experience.

Within your answer, list the title(s) of the positions supervised, total number of staff supervised, total years of supervisory experience and the agency where you obtained the experience.

If you have no supervisory experience mark N/A.

- \* 6. Are you currently registered with the State of California as a Professional Civil Engineer?

Yes  No

- \* 7. Please list your Professional Civil Engineer License # below.

If you do not have a current California Engineering license, mark N/A.

- \* 8. Are you currently registered as a Professional Civil Engineer (or equivalent) in a different state?

Yes  No

- \* 9. Please list your Professional Civil Engineer License (or equivalent) # and state where you hold the license below.

If you do not have a current Professional Engineering license (or equivalent), mark N/A.

- \* 10. Do you possess a Project Management professional certification?

Yes  No

- \* 11. Please list your PMI certification.

If you do not have a PMI certification, mark N/A.

- \* 12. Do you currently possess, or can obtain, a valid California driver license?

Yes  No

- \* 13. I certify that all my responses are true and complete, and any misstatements of material facts, or failure to answer questions will subject me to disqualification from

the testing process and/or dismissal from employment.

Yes  No

\* Required Question