



CITY OF OCEANSIDE
Human Resources Department
300 North Coast Highway
City Hall South, Second Floor
Oceanside, CA 92054

INVITES APPLICATIONS FOR THE POSITION OF:

Principal Civil Engineer

An Equal Opportunity Employer

SALARY: \$4,585.38 - \$6,144.92 Biweekly
\$9,935.00 - \$13,314.00 Monthly
\$119,220.00 - \$159,768.00 Annually

OPENING DATE: 03/30/23

CLOSING DATE: 04/28/23 04:00 PM

INTRODUCTION:

THE CITY OF OCEANSIDE IS AN EQUAL OPPORTUNITY EMPLOYER.

**Scheduled base salary increases on first full pay period:
2% July 2023**

The City of Oceanside is accepting applications for current and future vacancies for the position of Principal Civil Engineer. The current vacancy is in the Development Services Department – Engineering CIP Division.

The ideal candidate will: possess the ability to create, manage, and execute a multi-million-dollar Capital Improvement Program (CIP) budget; be able to develop five-year budget projections with minimal supervision; have experience in managing and reporting on expended SB-1 and SANDAG TransNet funds; and, have the ability to manage both in-house and consulting professional, technical, paraprofessional, and administrative staff. Direct public employment or experience as a consultant working for the public sector is highly desirable.

The Principal Civil Engineer will: manage, supervise, and coordinate CIP-related engineering activities and operations in the Engineering Division, Development Services Department; perform a full range of advanced level professional engineering duties involved in completing the more technical and complex tasks relative to assigned area of responsibility; manage and oversee civil engineering activities involving the design, construction, and maintenance of public works engineering projects; review assigned projects for conformance with city, state, and federal requirements; ensure work quality and adherence to established policies and procedures; and, perform other related duties and responsibilities as assigned. The Principal Civil Engineer is distinguished from

the Senior Civil Engineer by the level of responsibility assumed and the complexity of duties assigned.



EXAMPLES OF DUTIES:

The Principal Civil Engineer manages multiple engineering projects, including highly complex construction and design projects; examines, prepares and maintains designs, specifications, plans, estimates, and reports for various CIP projects; prepares complex civil engineering duties including design work, and the preparation of specifications and drawings; supervises and administers the construction of capital improvement projects; reviews construction plans for accuracy, suitability, and completeness; implements recommendations for revisions and improvements; oversees the preparation and review of preliminary and final engineering plans, cost estimates, and specifications for public works municipal projects; supervises the preparation of requests for proposals relating to projects requiring contract engineering work; directs the preparation of project cost estimates for competitive bidding purposes; reviews plans of consulting engineering firms performing work for the City and evaluates their performance; interprets codes and regulations pertaining to area of assignment; oversees the resolution of project design and engineering problems; meets with architects, engineers, developers, and contractors, and citizens to discuss City requirements, policies, and procedures related to design review, plan check, construction, and maintenance for assigned projects and activities; manages projects under construction in the field; resolves highly complex disputes and problems between the City and developers, contractors, and the public; prepares a variety of special studies related to public works improvements required for engineering projects; Compiles and analyzes statistical data; prepares a variety of technical and administrative reports, analysis, and documentation relating to assigned projects and programs; assists in preparing and administering the City's five-year Capital Improvement Plan; assists in the preparation, development and administration

of Engineering budget; manages the operational and project budgets for the CIP section; negotiates, prepares and administers contracts; supervises, assigns, reviews, and evaluates the work of assigned staff; manages and reviews the work of consultants and field personnel; manages unit activities with other divisions, departments, and external agencies and organizations; works with and serves as liaison with various outside agencies in the coordination and completion of projects; prepares and makes presentations to various groups including City Council, community groups, and outside agencies; responds to requests for information from the public; investigates complaints and recommends corrective action as necessary to resolve complaints; performs related duties and responsibilities as required.



MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles of infrastructure asset management.
- Principles and practices of civil engineering including design, construction and maintenance requirements of subdivision development.
- Advanced engineering mathematics.
- Construction materials, methods and practices.
- Methods and techniques of conducting engineering inspections.
- Principles of supervision.
- Principles and practices of engineering project management.
- Principles and practices of program development and administration.
- Principles and practices of contract administration.
- Principles and practices of municipal budget preparation and administration.

- Principles and practices of public relations.
- Pertinent federal, state and local laws, codes, and regulations.

Ability to:

- Interpret, explain, and apply pertinent federal, state, and local laws, codes, ordinances, and regulations.
- Supervise, direct and coordinate the work of professional engineering staff.
- Perform complex civil engineering duties including design work and the preparation of specifications and drawings.
- Manage, supervise and coordinate City CIP projects including subdivision inspections and plan review and approval.
- Read and interpret various engineering designs, plans and specifications.
- Ensure project conformance with recognized City, State, and Federal standards.
- Oversee the work of consultants and contract personnel.
- Resolve construction disputes between the City and developers, contractors, and the public.
- Negotiate, prepare, and administer contracts.
- Prepare and manage assigned funds and budget.
- Research, analyze, and evaluate new service delivery methods.
- Prepare clear and concise reports.
- Prepare and make presentations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective relationships with those contacted in the course of work.

Experience and Training

Experience: Seven years of increasingly responsible civil engineering experience, including two years of supervisory responsibility.

Training: A Bachelor's degree from an accredited college or university in civil engineering or a related field. A Master's degree in a related field is highly desirable.

License/Certificate:

- Registration as a Professional Engineer (P.E.) in the State of California.
- Possession of, or the ability to obtain and maintain, a valid California driver's license.



WORKING CONDITIONS AND SELECTION PROCESS:

Environmental Conditions: Although the primary working condition is an office environment, may be exposed to noise, dust, grease, smoke, fumes, gases, and potentially hazardous conditions.

Physical Conditions: Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time; visual acuity to read and interpret specifications and drawings.

Selection Process: All properly completed applications will be reviewed and the most appropriately qualified individuals will be invited to continue in the selection process. Failure to provide all required application materials will result in disqualification. The selection process may include any combination of a written exam, oral board exam, and/or skills assessment to further evaluate job-related qualifications. Candidates who successfully complete the process will be placed on the Eligibility List which will remain valid for a minimum of six months.

Note: Prospective employees will undergo, and must successfully pass, a background reference check (including fingerprinting) and a medical examination. Drug screening may be required.

RESUMES ARE NOT ACCEPTED IN LIEU OF COMPLETED APPLICATION FORMS, BUT MAY BE ATTACHED.

CANDIDATES WHO REQUIRE A REASONABLE ACCOMMODATION IN THE SELECTION PROCESS, SHOULD STATE THEIR NEEDS IN WRITING WHEN SUBMITTING AN APPLICATION.

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. ANY PROVISION CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.ci.oceanside.ca.us>

Position #23-122
PRINCIPAL CIVIL ENGINEER

City of Oceanside
Human Resources Department
300 North Coast Highway, City Hall South
Oceanside, CA 92054
760-435-3500

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Principal Civil Engineer Supplemental Questionnaire

- * 1. Do you possess seven years of increasingly responsible civil engineering experience, including two years of supervisory responsibility in either a public or private setting?
 Yes No

- * 2. Do you possess a bachelor's or master's degree from an accredited college or university in civil engineering or a related field? Please attach a copy.
 Yes No

- * 3. Are you a registered Professional Engineer (P.E.) in the State of California? Please attach a copy.
 Yes No

- * 4. Please describe your experience preparing annual and five-year projected budgets for Capital Improvement Projects (CIP). Please provide examples of the types of projects budgeted and for which public agency.
- * 5. Please describe your experience managing, supervising, and coordinating the engineering activities & operations of Capital Improvement Projects (CIP).
- * 6. Please describe your experience in reviewing and/or preparing Environmental Impact Reports for Capital Improvement Projects.
- * 7. Please describe your experience in scheduling, coordinating and prioritizing multiple projects through multiple in-house and consultant project managers. Please list the consultants managed as part of your response.
- * 8. Please describe your experience participating in and supervising the review of Capital Improvement Project design or construction proposals and engineering plans submitted by consultants.
- * 9. Please describe your experience regarding recommendations for the approval of contract change orders, resolving construction claims and resolving disputes on construction projects.

- * 10. Please describe your supervisory or management style and experience, including the types of staff you supervised.
- * 11. Describe your experience in preparing staff reports and making presentations to committees, commissions, boards and City Council.
- * 12. CERTIFICATE OF APPLICANT: I certify that all statements and information provided in this application and any attachments are true, and I understand that any false or misleading statements or omission of material facts may forfeit my right to employment considerations by the City of Oceanside.
 Yes No

* Required Question