



INVITES APPLICATIONS FOR THE POSITION OF

## TRANSPORTATION & OPERATIONS MANAGER

APPLY ONLINE AT [WWW.CALOPPS.ORG](http://WWW.CALOPPS.ORG)

### FILING DEADLINE

Friday, June 19, 2020 @ 5:00 PM

### JOB TYPE

Permanent, Full-Time

### SALARY

\$11,701 - \$14,625 per month (2.5% COLA adj. effective 7/1/2020 pending City Council approval)

### THE POSITION

The City of Dublin is seeking a registered civil engineer or traffic engineer as the Public Works Transportation and Operations Manager to oversee specialized and highly technical projects related to transportation planning, traffic operations management, specific maintenance services as well as management of the City's environmental services function.

### EXAMPLES OF DUTIES

- Represent the City on various boards, committees and associations in matters relating to transportation, traffic safety and other assigned areas.
- Represent the City on the Shared Autonomous Vehicle testing project and other transportation and transit programs.
- Performs and reviews transportation-related studies to ensure compliance with adopted transportation safety and level of service standard.
- Manage, conduct, and review traffic studies (e.g., safety assessments, stop sign studies, signal warrants, parking studies and shared parking analyses, circulation and trip distribution analyses, CEQA documents related to transportation).
- Administers and manages the Environmental Services Division staff and programs, including the City's Clean Water program in coordination with the County and Regional Water Quality Control Board.
- Plan work activities, establishing daily, weekly, monthly, and annual work programs and schedules.
- Manages major transportation projects, Capital Improvement Program projects, and research studies.
- Manage the preparation of updates to the Traffic Impact Fee (TIF) programs.
- Assists in the update of the General Plan Circulation and Scenic Highways Element.
- Reviews and responds to citizens' complaints and works with homeowner's associations and neighborhood groups to resolve traffic and safety concerns.
- Administer, manage, and maintain City's Traffic Operations Center (TOC) and traffic signal systems.
- Administers and manages annual street maintenance program budgets using appropriate Federal, State and local guidelines, as well as the Pavement Management Program (Street Saver).

- Manages, reviews, and recommends changes and modifies existing maintenance activities and programs to improve effectiveness and productivity related to transportation, traffic, and street lights.
- Directs and monitors the City's street signing and striping maintenance and replacement program ensuring the City roadways are properly signed and marked (e.g., faded signs and markings or obsolete signs).
- Prepares or reviews and approves signal timing plans for new or modified signals.
- Assists in the development and implementation of goals, objectives, policies, procedures, work standards, and the annual budget for the Department in assigned areas of responsibility.
- Assists in the development of the City's Capital Improvement Program.
- Reviews and approves engineering plans, specifications, and contract documents.
- Selects assigned personnel and provides for their training and professional development; interprets City policies and procedures to employees; is responsible for morale and productivity of assigned Staff.

## QUALIFICATIONS

1. Education: Bachelor's degree from an accredited college or university in Civil Engineering or related field. Master's degree in an applicable field is desirable.
2. Experience: Five years' experience performing progressively responsible professional civil engineering work with registration and one-year experience in supervising engineering staff engaged in a variety of public works projects.
3. Licenses: Requires Professional Engineer License in the State of California. Possession of a Traffic Engineering license is highly desirable. Possession of a valid California Class C Drivers' License and Certificate of Automobile Insurance for Personal Liability. California Resource Recovery Association (CRRA) certification other applicable Environmental Services certificates or related coursework desirable.

### Knowledge Of:

- Theories, principles, and practices of transportation planning and land use, business, and public administration.
- Principles, practices, and techniques of civil engineering as applied to municipal engineering projects.
- Applicable local, state and federal laws, rules and regulations governing transportation policies, environmental and clean-water policies and funding sources for a public agency.
- Organization and processes of local, regional state and federal government, including legislative and funding processes and policies.
- Financial, analytical statistical and mathematical methods and procedures.
- Knowledge of techniques and materials commonly used in the construction and maintenance of public projects.
- Public administration principles as related to the activities and functions of a municipal government.
- Current developments and sources of information regarding public works engineering projects.
- Principles and practices of budget preparation, budget administration, goals and objectives development and work planning.
- Methods and practices of community organization and citizen participation.
- Supervisory principles and practices including training and evaluation.
- Customer service techniques.

### Ability To:

- Learn, interpret, and apply City, department and division rules, regulations, policies, and practices.
- Analyze complex operational and administrative problems, evaluate alternatives, and recommend or adopt effective courses of action.
- Perform engineering work expected of a registered Civil Engineer and/or registered Traffic Engineer.
- Develop and implement goals, objectives, policies, procedures, work standards and management controls, including the application of project management techniques.
- Review and analyze engineering and capital improvement projects and programs.
- Prepare and review department budgets, contracts, reports and related engineering documents.
- Negotiate project conditions of approval.
- Work well under the urgency of deadlines.

- Present clear and concise verbal and written reports.
- Deal effectively with representatives from public and private agencies and with the general public in coordinating activities and resolving problems.
- Plan, organize, assign, review and evaluate the work of assigned staff.
- Exercise sound, fair and consistent independent judgment; provide technical assistance and staff leadership to various boards and commissions.
- Exemplify and foster an enthusiastic, resourceful, and effective service attitude with the public and all who are contacted in the course of the work.
- Participate, foster, and encourage all members of the work unit to work as members of a team.

## BENEFITS

The City of Dublin offers an attractive salary compensation and benefits plan in a professional, growth-oriented environment. The salary range for the **PUBLIC WORKS TRANSPORTATION & OPERATIONS MANAGER** position is **\$11,701 - \$14,626** per month. The following benefits will complete the compensation package:

- Classic CalPERS Members – 2.7%@55; EPMC 0%; 7% Cost Sharing; Single Highest Year
- New CalPERS Members Tier effective 1/1/13 – 2.0%@62; 3.05 Cost Sharing; 3-Year Final Avg. Compensation
- Pay-for-Performance system available
- Choice of medical plans through PERS with the City contributing up to \$1,780.31 per month
- Post-retirement medical provided under Government Code Section 22892(b) as established by the Public Employees’ Medical and Hospital Care Act (PEMHCA) through CalPERS; PEMHCA Minimum.
- City-paid full family dental insurance
- City-paid single vision plan; optional family coverage
- IRS Section 125 plan/\$900 annual account seed money (HRA)
- City-paid \$50,000 term life insurance
- City-paid long-term disability insurance
- Employee Assistance Plan
- Education reimbursement program
- Thirteen paid holidays (including one floating holiday) per year
- \$190/month car allowance
- Administrative Time Off – 64 hours of administrative leave annually, with the option of being paid for up to 32 hours
- Approximately 22 days per year of General Leave in lieu of traditional sick & vacation leave; increases with longevity

In addition to the above benefits, the City offers voluntary participation in a deferred compensation program, short-term disability program, supplemental life insurance, Dependent Care Assistance program and a credit union.

The City of Dublin does not participate in the Social Security system except for a mandatory Medicare.

## ABOUT THE DEPARTMENT

The City's Public Works Department encompasses a multitude of municipal public works and engineering services, including public works maintenance and inspection services, traffic and general engineering, private development review and inspection, capital project design and implementation. While there are 19 full time employees in the Department, Public Works services such as building and park maintenance services are staffed by contractors.

## ABOUT THE CITY

The City of Dublin is located in eastern Alameda County, approximately 35 miles southeast of San Francisco. The City was incorporated in 1982 with a population of 63,421 within 14.59 square miles. Dublin’s strategic “crossroad” location at the intersection of Interstate 580 and 680 has made the City freeway close and conveniently accessible to the Bay Area with two BART stations.

## COMMITMENT TO COMMUNITY SERVICE

The City of Dublin is continually striving to enhance the services provided to our customers. The City organization is committed to creating a challenging and rewarding environment in which all employees representing the City are motivated to respond to the needs of the City's customers. In setting high standards for ourselves, we take pride in:

- Being a responsive and proactive City team, in touch with the changing needs and expectations of the Dublin community.
- Providing the highest level of quality service in all City programs and activities.
- Promoting a "can do" attitude using common sense along with technical/professional knowledge.
- Being committed to high professional standards. A professional attitude encourages an objective approach to analyses of issues.
- Providing information and resources to our customers in a friendly and helpful manner.

## THE SELECTION PROCESS

The best qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which will consist of written and/or oral components. Finalists may be requested to submit personal information necessary to conduct a complete background investigation prior to a final selection by the City.

Candidates who successfully complete the interview process may be placed on an employment eligibility list. This list may be canceled at any time, without notice to candidates. All offers of employment are conditional upon the ability to provide verification of authorization to work in the United States.

## EQUAL OPPORTUNITY EMPLOYER

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, or age.

## HOW TO APPLY

Apply online at [www.CalOpps.org](http://www.CalOpps.org). Once there, click on "Member Agencies," "City of Dublin," then on "PUBLIC WORKS TRANSPORTATION & OPERATIONS MANAGER" and "Apply Now." Applications must be received by 5:00 p.m. on June 19, 2020. No faxed or e-mailed applications or postmarks will be accepted.

THIS ANNOUNCEMENT is meant only as a general description guide and is subject to change. The information contained herein does not constitute an expressed or implied contract of employment and these provisions are subject to change.