



DUBLIN
CALIFORNIA

INVITES APPLICATIONS FOR THE POSITION OF

SENIOR CIVIL ENGINEER (LAND DEVELOPMENT)

APPLY ONLINE AT WWW.CALOPPS.ORG

FILING DEADLINE

Friday, December 11, 2020 @ 5:00 PM

JOB TYPE

Permanent, Full-Time

SALARY

\$11,373 - \$14,216 per month

THE POSITION

The City of Dublin, a dynamic and growing community, is seeking a Senior Civil Engineer to be responsible for providing professional engineering assistance to the City. Responsibilities will involve overseeing the Public Works Department's development review, plan checking, and inspection activities. The position is also responsible for review of City of Dublin parks and facilities projects. This position reports to the City Engineer.

EXAMPLES OF DUTIES

- Coordinate and manage engineering work in conjunction with private development projects;
- Approve project plans and bond estimates;
- Coordinate and manage the City's development review and plan checking workload, as well as permit and development inspection workload;
- Assist in the preparation of the operating and capital improvement program budgets;
- Represent the City on various development related issues;
- Prepare various reports and grant applications;
- Prepare Staff Reports for the City Council and Planning Commission and make presentations at meetings as needed;
- Supervise and coordinate contract agreements and activities including various engineering and inspection services;
- Coordinate engineering work with other departments, consultants, contractors, developers and property owners;
- Develop work schedules, assign tasks, supervise and evaluate performance of various professional and technical staff;
- Attend meetings during work and non-work hours at various locations;
- Perform other duties as required.

QUALIFICATIONS

1. Education: Bachelor's Degree from an accredited college or university in civil engineering or a related field.
2. Experience: Minimum of four years of full-time professional civil engineering experience. Additional professional experience with a public agency and land development review is preferred;

3. Licenses: Registration as a Professional Engineer in the State of California is required; Possession of a valid California Class C drivers' license and Certificate of Automobile Insurance for Personal Liability.

Knowledge Of:

- Civil engineering practices and procedures;
- Techniques and materials commonly used in the construction and maintenance of public projects;
- Local and State laws governing land development, public projects, and assessment districts;
- Storm water pollution prevention and stormwater treatment, including the latest NPDES permit requirements.

Ability To:

- Perform engineering work expected of a registered civil engineer;
- Review and analyze engineering and private development projects and programs;
- Prepare and review department budgets, contracts, reports, and related engineering documents;
- Present clear and concise verbal and written reports;
- Effectively deal with representatives from public and private agencies and with the general public in coordinating activities and resolving problems;
- Effectively direct the work of subordinate employees;
- Be flexible and able to respond to changing priorities and direction;
- Be a team player able to provide leadership for staff;
- Be results oriented, yet recognize the importance of the process;
- Build and maintain cooperative working relationships with City staff, clients, and the public;
- Use personal computer and related applications.

BENEFITS

The City of Dublin offers an attractive salary compensation and benefits plan in a professional, growth-oriented environment. The salary range for the **SENIOR CIVIL ENGINEER** position is **\$11,373 - \$14,216** 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; (\$1,900 per month beginning January 2021)
- 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); (\$1,000 HRA beginning January 2021)
- City-paid \$50,000 term life insurance
- City-paid long-term disability insurance
- Employee Assistance Plan
- Education reimbursement program
- Wellness reimbursement program \$25 per month
- Civic Service Leave (Volunteer time off) – 8 hours per fiscal year
- Thirteen paid holidays (including one floating holiday) per year; (2 Floating Holidays beginning January 2021)
- Administrative Time Off – 40 hours of administrative leave annually, with the option of being paid for up to 20 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. Once there, click on "Member Agencies," "City of Dublin," then on "SENIOR CIVIL ENGINEER" and "Apply Now." Applications must be received by 5:00 p.m. on December 11, 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.