



MEMORANDUM

Agenda Item #: 12
Meeting Date: October 27, 2015

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: ANTON DAHLERBRUCH, CITY MANAGER *AD*
SUBJECT: RECOMMENDATION TO HIRE AN IN-HOUSE CITY ENGINEER
AND APPROVAL OF RESOLUTION R15-39
DATE: OCTOBER 27, 2015

ISSUE

Shall the City create the in-house position and hire a City Engineer or continue to contract for the professional service?

BACKGROUND

Approximately six months ago, staff was asked to evaluate and consider if the position of City Engineer currently provided by contract services should be filled by the hiring of a City employee. Since then, staff has evaluated the in-house and contract option. In consideration of the information provided in the attached staff evaluation, this report provides the City Manager's recommendation for filling the role of City Engineer.

DISCUSSION

Whether the City directly employs or contracts for a City Engineer - how the function and the role is fulfilled - is not prescribed anywhere. The choice of an in-house or consulting City Engineer is a professional judgment and there is no right or wrong approach because "one size does not fit all." When Palos Verdes Estates decided to contract the position in the 1980s, it was completely reasoned and justified by the cost savings and workload at the time. Now, 30 years later, it is appropriate to reconsider the options.

The following current factors are significant to recommending a City Engineer as an in-house or contract position:

1. **Workload.** Primarily due to limited personnel and fiscal resources, the City has a significant volume of deferred maintenance needs, capital improvements that are necessary for reducing risk and liability, and end-components of prior projects that are outstanding.

At some time in the future, a funding initiative will be necessary to accomplish some of these projects; however, a first step to proceed with funded and the planning for unfunded projects is to have an in-house 40/hours per week City Engineer (in comparison to the approximate 24 hours per week of a contract City Engineer). The added hours with an in-house staff person will achieve deferred infrastructure projects and initiate planning for long-range sustainability of the City. Moreover, it will avail the Planning and Building Director of additional time to address existing issues and projects pertaining to planning, building, parklands, and code enforcement. Based upon a review of past, current and anticipated needs, it is apparent there is sufficient work to justify a full-time City Engineer position.

2. **Cost.** Today, the annualized cost of a contract and City Engineer is basically the same.

In the future, costs will increase for both. Pension and health costs for City employees will increase but contract costs will similarly increase. Currently, the hourly rate of the consulting City Engineer is at the lower end of the scale; the City cannot presume the current hourly rate will remain in future contracts. For a relatively limited additional cost, the City could accomplish more by converting the part-time contract position to a full-time in-house position. On the presumption that employee tenure typically does not exceed 5 years, the City will likely have the opportunity to re-evaluate the cost of the position in a reasonable time period.

3. **Liability.** The City assumes increased liability with an in-house City Engineer. However, it could be said that the liability is appropriate for a city's role and responsibilities.

An at-will employee can also be dismissed (although not always easily) from City employment. While a consultant can be changed immediately, it is inaccurate to judge that a consultant does not have the City's best interests in mind; a consultant's success is based on experience, reputation, service to the client and supporting the firm's success.

4. **Management and control.** A consultant must maintain independence, is tasked with producing a product/outcome, and there is limited assurance that the consultant will have longevity with the City. On the other hand, with an in-house employee, the City maintains complete management and supervision over the employee, his/her work and priorities.

While an in-house employee may have significant obstacles in reporting to the City in a disaster, the employee is unquestionably responsible to the City.

HR Green's consulting City Engineer assigned to Palos Verdes Estates since June 2015 has been excellent. He has provided expertise, judgment, commitment, experience, competence, and

professionalism at the highest level. He has moved the City forward in a very positive and constructive manner, and he has been very productive relative to accomplishing City objectives. However, based on the factors above, and in particular, the 5 year list of current and future infrastructure needs (workload), it is recommended that the City pursue hiring a City Engineer and eliminate the specific, corresponding contract hours of the City Engineer. The City would still maintain a contractual relationship with HR Green for support engineering services. As such, there would continue to be the need for an Assistant and/or Associate level engineer. On occasion, HR Green may be requested to provide a higher level of service associated with project management or Principal engineer. In addition, Kling Consulting Group will continue to provide geotechnical services. Other engineering firms will be retained for specific projects on an as-needed basis.

Organization. Under the City's current contract model, the Planning, Building, Code Enforcement, Parklands, Engineering and Public Works functions have historically been consolidated into one Department overseen by a Department Head. This structure was successful because planning, building, arborist and engineering services were provided by the same contractor and the engineering function is closely aligned with the public works function. In the present day, this results in one Department Head being responsible for a wide range of City services. With hiring an in-house City Engineer, the opportunity exists to separate the planning / building / code enforcement / parklands and the engineering / public works functions. As such, with hiring an in-house City Engineer, this would be the intent.

FISCAL IMPACT

Based on the high-end of the proposed range for the position of City Engineer, the cost to the City would be approximately \$10,000 more than the current contract position. However, it is expected that the in-house position would additionally offset costs of the Associate and Assistant contract engineers to further reduce contract services and costs.

RECOMMENDATION AND NEXT STEPS

Hiring an in-house City Engineer may raise questions about the:

- A. Structure of the organization (relative to reporting relationships and other resulting organizational changes),
- B. Schedule for moving forward (relative to the recruitment process and current projects underway), and
- C. Space, equipment and budget for the position (relative to creating an office, acquiring necessary equipment and furniture/fixtures, and budgeting all aspects of the position).

As such, it is recommended that:

1. The City Council approve Resolution R15-39, the attached classification and salary / benefit schedule.
2. The City commence with filling the position with a target date of July 1 concurrent with the new fiscal year and providing for the time necessary to secure the office, equipment and furniture/fixture needs for the position (the City will retain the consulting City Engineer position until the position is filled).

3. The City Manager return to the City Council with a recommended organizational structure incorporating the City Engineer and other modifications as deemed appropriate.
4. The City will continue utilizing consulting agreements for engineering support as needed.

ALTERNATIVES

The alternatives available to the City Council include:

1. Approve Resolution R15-39 and the recommendations herein.
2. Modify and approve Resolution R15-39 and the recommendations herein.
3. Decline to act.
4. Request additional information.

CONCLUSION

Hiring an in-house City Engineer will be a positive addition and asset to the City organization that is consistent with staff's strong commitment to excellence and customer service. The position will serve in a capacity, and with a scope of work, that solidifies the City's future and ability to meet resident expectations.

ATTACHMENTS:

A - Staff evaluation of "Cost and benefit of having a City Engineer position in-house versus contracting from a private consultant"

B - Resolution R15-39



MEMORANDUM

TO: ANTON DAHLERBRUCH, CITY MANAGER

FROM: KARINA BAÑALES, ADMINISTRATIVE ANALYST - HR
 JOE MENDOZA, ADMINISTRATIVE ANALYST

SUBJECT: COST AND BENEFIT OF HAVING A CITY ENGINEER POSITION IN-HOUSE VERSUS CONTRACTING FROM A PRIVATE CONSULTANT

DATE: OCTOBER 27, 2015

The purpose of this report is for your consideration of the pros and cons, cost and benefits of having a City Engineer position in-house versus contracting from a private consultant.

BACKGROUND

Incorporated on December 20, 1939, the City of Palos Verdes Estates (City) appointed its first City Engineer of record on February 6, 1940. As a volunteer, the position was at no cost to the City. At that time, the City Engineer managed several projects that were facilitated by the county. The City’s Engineering Department positions fulfilled several roles. The City Engineer was also the City Planner, Urban Forester, and Code Enforcement Officer. Past records show the recommendation of tree trimming, street-parking, commercial sign restrictions and California Coastal Commission review as it pertains to housing was carried out and managed by the City Engineer.

In 1980 due to budget constraints, the City considered engaging a consultant to fulfill the City’s Public Works and Engineering services. The City reached out to the City of Rancho Palos Verdes, which at the time, contracted with Charles Abbott Associates, Inc. (CAA) for their Public Works and Engineering needs. In 1984, the City released a Request for Proposals (RFP) for public works, engineering, planning and building services. Bids were obtained from Berryman and Stephenson, Inc., Charles Abbott Associates, Inc. and Willdan Associates. On November 27, 1984, the City Council approved CAA as the agency to provide professional services to the City.

For over thirty years, the City contracted with CAA and utilized their services for planning, building, engineering, and capital improvement project management. Over the years, the firm provided beneficial services for the City in the development, management, and oversight of many City programs and projects. These included the City’s pavement master plan, sewer maintenance

program, street slurry seal and resurfacing projects, building, and public works inspections, plan-check, traffic studies, and street tree programs.

Since 1984, the City has and continues to utilize contracted consultants to maintain and deliver public services. While CAA was a valued partner for over thirty years, the City's needs changed and State laws evolved to provide clearer guidance on the legal distinction between employees and independent contractors. Thus, the Planning and Building Director and the Planner positions were brought in-house in 2014, and on January 9, 2015, an RFP was issued for engineering, public works, and building consultant services.

Following the RFP process, on July 13, 2015, HR Green, Inc. (HRG) entered into a five-year contract to provide the City with public works, engineering, and building services. HRG's scope of work includes the preparation of a Capital Improvement Plan. The City's Planning and Building Director's role is to oversee the consultant.

DISCUSSION

The conversation regarding the City's decision to hire its own City Engineer has been ongoing. For example, at the Council meeting of November 27, 1984, Councilmember James H. Kinney acknowledged that he never felt that the City should consider an in-house engineer and was concerned with the City's budget to have the ability to hire a City Engineer with the appropriate skillset.

Outsourcing professional services is a beneficial tool used by the City to control costs, manage work load, and reduce the risk of possible liabilities. When correctly applied and executed, outsourcing is an efficient means of deploying resources to serve and meet community and organizational needs. Contracting provides the City with the opportunity to expand or reduce staffing based on projects and work load needs. It is also effective when there are budgetary constraints. On the other hand, consultants work independently of the City; by law the City does not supervise or direct their actions. Still, a consultant can be held accountable based on performance. Consultants also provide the City with liability coverage and indemnification, protecting the City – or limiting the City – to the exposure of risk. In contrast, the City has complete control and oversight of its in-house employees but, it is difficult and time consuming to terminate employees for poor performance.

Factors for Consideration

	<i>Contract</i>	<i>In-House</i>
Cost	<ul style="list-style-type: none"> • Fluctuates with service hours • Approximately 2x times more per hour than staff • Rates may escalate annually 	<ul style="list-style-type: none"> • Salary and fringe benefits (cell phone, car allowance) • Health, dental, vision insurance, workers' compensation • CalPERS pension (employer paid portion) set to increase
Equipment	<ul style="list-style-type: none"> • Provides all software, hardware, vehicle, and supplies 	<ul style="list-style-type: none"> • Purchase and maintain computer, software (plotters), office space, furniture
Personnel	<ul style="list-style-type: none"> • Controls, manages (discipline, vacation schedules, etc.), trains, recruitments, supervises, move staff in-out, provides all benefits including pension • Dedicated 3 days a week and works for various municipalities • Can lead to a loss of control over personnel, work practices and quality control 	<ul style="list-style-type: none"> • City cannot expect employee attrition as a natural occurrence Provides on-going professional development and training • City selects employee • Requires supervision, training and oversight • Works a 5/40 schedule and solely dedicated to City • Available to oversee and develop its own personnel
Risk	<ul style="list-style-type: none"> • Provides indemnification, liability coverage, workers compensation coverage 	<ul style="list-style-type: none"> • Exposes City to employer liability, similar to any other in-house employee
Oversight / Control	<ul style="list-style-type: none"> • Consultant controls all aspects of staff operations • City oversees performance of service and project delivery • Requires City's contract management 	<ul style="list-style-type: none"> • Supervision required • Manage contracted agencies and services (includes HRG) • Accountable for project completion
Emergency / Disaster Response	<ul style="list-style-type: none"> • Compelled by contract to respond to City • Provides depth of resources to meet City needs 	<ul style="list-style-type: none"> • Member of emergency response team • Collaborate with neighboring agencies for support and resources
Customer Service	<ul style="list-style-type: none"> • Services based on contract and key performance indicators 	<ul style="list-style-type: none"> • Employee held accountable to City values • Familiar with City and community culture, expectations • Maximize performance, increase operational efficiency and deploy resources to better serve and meet the community's needs
CIP/Projects	<ul style="list-style-type: none"> • Lack of familiarity with City processes and existing technical systems can lead to longer resolution times • A consultant's hourly rate can cause budgetary concerns 	<ul style="list-style-type: none"> • Devote more resources to a number of projects • City has better control where projects can be done under the direct supervision of City management

Whether the decision to go in-house or contract is made, the City will always rely on outsourcing for technical engineering services. Outsourcing has assisted in-house staff with special projects and services such as geotechnical, soils, structural, and traffic engineering, solid waste/recycling, storm water management and the preparation of engineered plans and specifications. Both insourcing and outsourcing have their distinct advantages when it comes to how the City should approach service and development. Outsourcing allows the City to devote more resources to a number of projects. On the other hand, insourcing allows for better management controls and often leads to higher customer satisfaction. In-house staff can bring more stability within an organization where employee turnover is less likely than compared to a consulting firm. Moreover, providing in-house staff with proper training will continually benefit the City in the long run.

ANALYSIS

Bringing in a City Engineer at a competitive rate would require this position to either adjust the rate of pay of the Planning and Building Director; if brought in as a subordinate or creating a new classification at a director level. If this position is brought in-house, the City Council should be informed of Municipal Code Section 2.08050(4).

Currently, the Planning and Building Director oversees the Engineering and Public Works division. Also, the Director handles the oversight of HRG. The recommended organizational chart divides the Planning and Building Department in half. The current Planning and Building Director would oversee these two divisions, four City employees and some of the HRG projects. To reflect these changes, the Planning and Building Director job description will be adjusted to remove public works and engineering oversight.

The Director of Public Works/City Engineer would assume the responsibility of both the Public Works and Engineering divisions, six City employees and aspects of HRG projects. The newly established Director of Public Works/City Engineer would assume the responsibilities that the current contract City Engineer is performing. HRG would continue to provide contracted services to both Department Heads. For example, Planning and Building will utilize the services of their Plan Check, and Building Official and a Traffic Engineer, etc.

Risk Management

The decision to hire an in-house City Engineer comes with additional responsibility and accountability. While conducting this study, it was determined that many cities with an in-house City Engineer shared many positive experiences with having the position on staff. Other cities that do not, share valid reasons to consider and not hire an in-house City Engineer. A common theme among them dealt with Risk Management. Conferring with CJPIA and legal counsel allowed for an understanding of what these risks mean.

With a contract City Engineer, the City is removed from many liabilities and retains immunities contracted. A contract City Engineer allows the City to call upon them to indemnify and defend the City for claims arising out of the performance of their contracted duties. When the City entered into an agreement with HRG services for a City Engineer, the indemnification clause was written in the professional services agreement. Therefore, it requires HRG to indemnify and name the city as an additionally insured thereby transferring the liability to their company.

Hiring an in-house City Engineer would bring with it increased some risk factors. For example, if the City Engineer designed a cross walk without warrants or meeting the required regulations, the City is liable if an accident occurs. Under such a scenario, assuming that proper levels of management and controls were set in place, the CJPIA would essentially pay out the losses incurred – losses which would necessarily result in annual and budgetary cost increases and in-turn the City would see an increase in its annual statement.

FISCAL ANALYSIS

A review of the direct labor and benefits cost of an In-House vs. Contract based model reveals that the direct cost impact is negligible as compared to existing agreement costs.

In-House Details	Cost Estimates
Base (40 Hours Per Week Salary)	146,400
PPO Family	16,800
EPMC (.01)	1,500
Employer Rate (.9472)	13,900
Cell	3,100
Auto	3,300
Medicare	1,800
<i>Core Salary & Benefits</i>	186,800
Computer	1,500
Professional Training	2,500
Workers Compensation	4,400
Plotters - Software	2,500
	10,900
<i>Total Projected Direct Labor & Benefits</i>	197,700
City Engineer HRG Green Contract Costs (1152 hours @ 155/Hr)	178,560
<i>Net Additional Cost (Year One)</i>	19,140

Beyond this quantitative schedule of direct labor cost, it is important to note that some key unknown cost factors are relevant to fiscal impact. These unknowns include: (1) the potential cost of assumed liability/insurance costs that can be expected to come along with a decision to move the position in-house (2) the future growth factors for both pension and health care which appear to be on the rise in coming years.

CONCLUSION

As the City moves forward with a new organizational structure, it has become apparent that bringing certain positions in-house has allowed staff to be manage better, control cost, and service delivery. Although outsourcing has and always will be a part of the City's service model, the need to meet the communities' infrastructure needs continues to grow. Based on the workload, time to accomplish these tasks and factors for consideration, our analysis determines that it is beneficial to have the Public Works/City Engineer Director.

Also, the Director will have the additional time necessary to focus on personnel items and development, oversee and develop performance measures that help anticipate service and infrastructure problems before they become unmanageable.

ATTACHMENTS

- A- City Surveys
- B- Management – Administration Group Salary Comparison
- C- Organizational Structure
- D- HR Green Rates and Hours
- E- HR Green Engineer Scope and Range in Projects
- F- Job Descriptions & Classification Differentiation

ATTACHMENT A

City Surveys

In-House

Survey Cities	Classification Title	PE	Reporting Supervisor	Hourly Low	Monthly Low	Monthly High	Hourly High	Population	Square Miles
Rancho Palos Verdes*	Associate Engineer		Senior	\$39.32	\$6,815	\$8,849	\$51.05	41,643	13.47
	Assistant Engineer		Senior	\$35.38	\$6,133	\$7,956	\$45.90		
	Senior Engineer		Principal	\$44.04	\$7,633	\$9,912	\$57.18		
	Principal Civil Engineer		Deputy Director & above	\$40.77	\$7,067	\$11,966	\$69.03		
	Deputy of Public Works		Director/City Manager	\$43.55	\$7,548	\$12,780	\$73.73		
	Director of Public Works		City Manager	\$49.60	\$8,598	\$14,608	\$84.28		
Manhattan Beach	Engineering Assistant		Sr. Engineer	\$34.86	\$6,043	\$7,712	\$44.49	35,135	3.94
	Senior Engineer		Engineer	\$46.92	\$8,132	\$10,593	\$61.11		
	City Engineer	X	Principal	\$63.58	\$11,021	\$14,338	\$82.72		
	Principal Civil Engineer		Director	\$57.41	\$9,951	\$12,947	\$74.69		
	Director of Public Works		City Manager	\$75.31	\$13,054	\$17,013	\$98.15		
Redondo Beach	City Engineer	X	Principal	\$48.18	\$8,352	\$11,364	\$65.56	66,748	6.2
	Principal Civil Engineer	X	Director	\$46.79	\$8,111	\$10,534	\$60.77		
	Public Works Director	X	City Manager	\$50.14	\$8,691	\$12,291	\$70.91		
Laguna Beach	City Engineer	X	Director & above	\$54.97	\$9,528	\$14,622	\$84.36	22,723	8.85
	Director of Public Works/City Engineer**		City Manager	-	-	\$10,466	\$16,063.00		
Seal Beach	Assistant Engineer		Deputy Director	\$36.23	\$6,279	\$7,632	\$44.03	24,168	11.29
	Associate Engineer		Deputy Director	\$44.14	\$7,650	\$9,299	\$53.65		
	Deputy Director of Public Works/City Engineer	X	Director	\$57.91	\$10,038	\$12,201	\$70.39		
	Director of Public Works	X	City Manager	\$70.56	\$12,230	\$14,866	\$85.77		
Hermosa Beach	Associate Engineer	X	Director	\$37.10	\$6,431	\$7,812	\$45.07	19,506	1.43
	Assistant Engineer		Director	\$31.53	\$5,466	\$5,738	\$33.10		
	Public Works Director/City Engineer	X	City Manager	\$59.42	\$10,300	\$11,925	\$68.80		

* Has a Public Works Department and none of the personnel has a PE. Part-Time Contract Engineer has PE

** Re-Organization of Public Works Department. Director retires 12/2015 and new director will not have PE

Below are City's that employ a City Engineer or equivalent with a Certificate of Registration issued by the California State Board of Registration for Civil and Professional Engineers (PE). The hourly rates do not include benefits; therefore, their total compensation, inclusive of benefits, would be an additional 30% to 50% higher. CalPERS rates and Health premiums are also expected to increase.

Cities with a Certified Engineer or Equivalent						
Cities	Classification/Job Title	PE Certified	Hourly Rate Low End	Hourly Rate High End	Population	Square Miles
Rancho Palos Verdes	Principal Engineer*	No	\$40.77	\$69.04	41,643	13.47
Manhattan Beach	City Engineer	Yes	\$63.58	\$82.72	35,135	3.94
Redondo Beach	City Engineer	Yes	\$48.18	\$65.56	66,748	6.2
Laguna Beach	City Engineer	Yes	\$54.97	\$84.36	22,723	8.85
Seal Beach	Deputy Director of Public Works/City Engineer	Yes	\$57.91	\$70.39	24,168	11.29
Hermosa Beach	Public Works Director/City Engineer	Yes	\$59.42	\$68.80	19,506	1.43

<i>Average</i>	\$57	\$74
<i>Median</i>	\$58	\$70

Below are City's with a contract City Engineer position that also holds a Certificate of Registration issued by the California State Board of Registration for Civil and Professional Engineers (PE).

PVE Survey City List - Contract Engineer								
Survey Cities	Classification Title	PE	Reporting Supervisor	PE	Hourly Rate	Comments	Population	Square Miles
Palos Verdes Estates	City Engineer	X	Planning & Building Director		\$155			
Signal Hill	City Engineer	X	Public Works Director	X	\$138		24,168	11.29
Rancho Palos Verdes	Principal Engineer	X	Public Works Director		\$140		41,643	13.47
Rolling Hills Estates	City Engineer	X	Planning Director		\$180		8,067	3.57
Rolling Hills	Principal Engineer	X	Planning Director		\$170		1,875	3
San Marino	City Engineer	X	Planning & Building Director*		\$145		13,147	3.77
Additional City Survey								
Aliso Viejo	City Engineer	X	City Manager		\$140		50,175	7.47
La Palma	City Engineer	X	Community Services Director		\$110	Not to exceed 50k	15,982	1.81
Los Alamitos	City Engineer	X	Community Development/PW Director		\$140		11,409	4.05

* 2015-2016 budgeted for a Public Works Director and will oversee Engineering contract

ATTACHMENT B

Management – Administration Group					
Classification/Job Title	PE	Hourly Rate Low End	Hourly Rate High End	Annual Salary Low	Annual Salary High
Finance Director	No	\$48.63	\$65.17	\$101,160	\$135,564
Planning Building Director	No	\$56.74	\$74.51	\$118,032	\$154,992

In this table, the proposed hourly range that closely aligns with the Management – Administration group.

Classification/Job Title	PE	Hourly Rate Low End	Hourly Rate High End	Annual Salary Low	Annual Salary High
Public Works/City Engineer Director	Yes	\$57.91	\$70.38	\$120,457	\$146,400

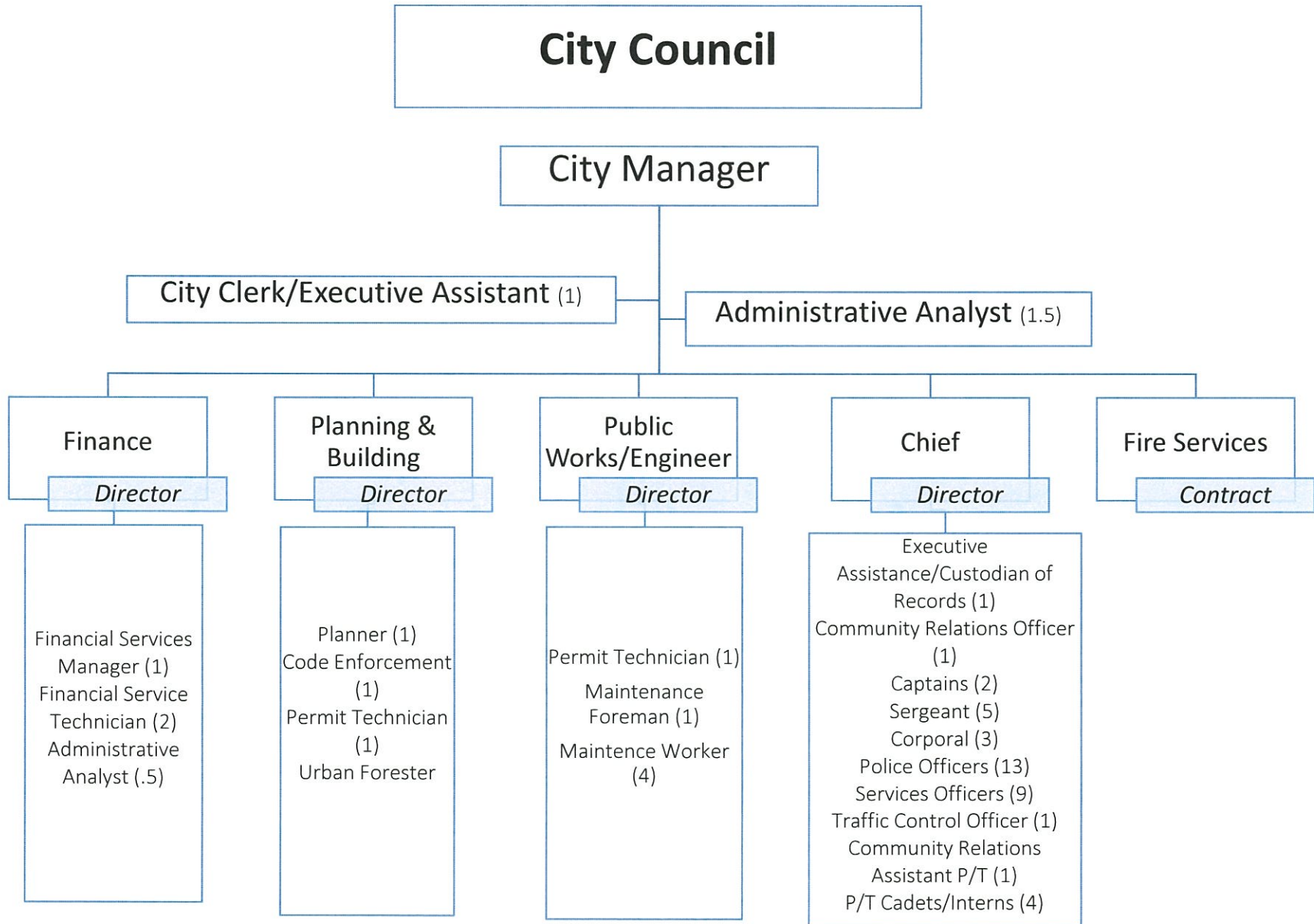
Below, are projected cost (fully burdened) for the Public Works/City Engineer Director

Core Salary & Benefits	Cost Estimates
Base Annual Salary Rate	\$146,400
PPO Family Rate	\$16,800
EPMC (.01)	\$1,500
Employer Rate (.9472)	\$13,900
Cell	\$3,100
Auto	\$3,300
Medicare	\$1,800
<i>Total</i>	\$186,800

Technology & Supplies	Cost Estimates
Computer	\$1,500
Professional Training	\$2,500
Workers' Compensation	\$4,400
Plotters - Software	\$2,500
<i>Total</i>	\$10,900

<i>Total Projected Cost</i>	\$197,700
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ATTACHMENT C
Organizational Structure



ATTACHMENT D

HR Green Rates and Hours

The following HRG cost proposal for Engineering and Public Works Services involves billing rates that include the consultant's sick leave, vacation/holiday time and other fringe benefits:

Engineering & Public Works Job Titles	Estimated Annual # of Billable Hours	Hourly Rate	Estimated Annual Billable Amount
City Engineer	1,152	\$155	\$178,560
Traffic Engineer	480	\$130	\$62,400
Associate Engineer	1,200	\$100	\$120,000
Assistant Engineer	1,104	\$100	\$110,400
Civil Plan Checker	384	\$135	\$51,840
Environmental Associate	80	\$100	\$8,000
Public Works Inspector	600	\$95	\$57,000
Total Estimate Engineering & Public Works	5,000		\$588,200

The City's budget for HR Green consulting services in FY 2015-16 is \$588,200 inclusive of all necessary engineering functions. The current contract City Engineer works a total of three full-time days per week at a total of 1,152 hours per year at a cost to the City of \$178,560.

ATTACHMENT E

HR Green Engineer Scope & Range in Projects

The following describes the expectations of the contract engineer with the Public Works division. Engineering/Public Works operations encompass general engineering, traffic engineering, environmental services and capital projects. During FY 13/14, a total of 338 public works related permits were issued by the City. The City envisions these functions being performed by the consultant.

Contract Engineer:

- When directed, analyze the City's capital improvement and engineering needs and prepare and administer long and short-range programs as authorized by the City.
- Review and comment on planning programs and land development proposals.
- Recommend regulations and ordinances pertaining to civil engineering matters.
- Maintain engineering and project records and plans.
- Advise the City as to engineering and construction financing and grants available from other governmental agencies and private entities and, when so directed, initiate and prepare applications for such funding or grants.
- Establish working relationships and coordinate with all other public agencies and private utilities involving engineering matters affecting the City.
- Review proposed subdivision maps, parcel maps, boundary adjustments and legal descriptions for conformance with local and state ordinances and laws.
- Review proposed grading, drainage, and improvement plans for private and public development projects.
- Recommend conditions of approval for proposed development projects.
- Provide necessary related functions as is the normal practice of a City Engineer in reviewing private developments.
- Provide surveying and engineering design services for capital improvement projects, coordination with engineering departments of other city/county/state agencies as needed, assessment district engineering/cost estimates and fair share distribution of costs for projects, and consultant contract administration as necessary.
- Estimate costs for specific projects and overall annual budgets for capital improvement projects.
- Administer contracts for public works projects.
- Administer slurry seal, overlay and patching program.
- When directed, provide technical assistance and direction to City personnel assigned to public works activities.
- Provide recommended actions for system improvements and maintain and update data to the City's digital geographic information and mapping systems, provided to the City by a separate consultant agreement, for public infrastructure and facilities.

- Coordinate, consult, and provide input to the County of Los Angeles, the Sanitation Districts and public utility providers on matters relating to water supply, water distribution, sewage collection, sewage disposal and treatment, storm water drainage, gas, electricity, telecommunications facilities (including cable and telephone), streets, encroachment permits, and other infrastructure.
- Administer compliance with the City's requirements pursuant to the National Pollutant Discharge Elimination System (NPDES), including implementation of NPDES requirements that apply to proposed private development and construction (through plan-checks) as well as to City facilities and capital improvement projects; and including inspections, reporting and enforcement measures addressing NPDES violations.
- Provide review and recommendations for the disposal franchise agreement to facilitate implementation and monitoring of the solid waste recycling programs.
- Review plans and issue City permits when required and warranted for any proposed construction work or other physical modification within the public rights-of-way, and also including but not limited to any proposed right-of-way encroachment (temporary or permanent), and proposed temporary street closures
- Maintain daily logs of permit and inspection activities and submit a report to the City and other agencies as required.
- Calculate and collect all necessary fees for permits, inspections, deposit accounts and other services provided by the City.
- Conduct and maintain training for consultant's personnel and City staff as needed. Consultant to maintain certifications and licenses as necessary for services described herein.
- Review and approve of land division final maps and improvement plans. The City expects average response times of within ten working days of initial submittal for a first plan check, and within one week of re-submittal for subsequent plan checks.
- Establish performance and labor and material bond amounts when required and require the posting of such securities and other development fees within the proper time sequence of such development review.
- Provide field inspections of work performed by private contractors for public and private construction projects, and at the proper time recommend notices of completion and acceptance of the work.
- Perform construction inspections and quality control oversight of public works projects and privately funded improvements in public rights-of-way.
- Perform construction management.
- Develop and submit grant applications.

Current Capital Improvement Projects

- Traffic Calming Projects
- Slurry Seal and Street Resurfacing Projects
- Curb and Gutter
- City Sign Retroreflectivity Project (regulatory and street name)
- Storm Drain Repairs
- Sewer Line Additions and Reconstruction
- Catch Basin Replacement
- Catch Basin Cleaning
- Cross Gutter installation
- Storm Drain #3 Outfall Repair
- City Hall Seismic Retrofit Project
- Malaga Cove Plaza Parking Evaluation
- Lunada Bay Plaza Parking Evaluation
- Bluff Cove Project (Deconstruction of Homes)
- Force Main Sewer Project (Completed)
- Via Campesina Bridge Maintenance Project (County Lead)
- Resident Permit Parking Program Modification
- Centerline Relocation Project (Granvia Altamira e/o Via Del Monte)
- Emergency Generator Replacement
- Utility Rehabilitation Projects (Cal Water, SCE, Gas Co., Verizon, etc.)
- Triangle Area & Landscape Improvements
- Paseo Del Sol Turnaround

ATTACHMENT E

Job Descriptions & Classification Differentiation

Below is a brief description of classifications.

Engineer Classifications:

- Engineering Assistant: Engineering Assistant is the entry-level position. This position may require a Bachelor's degree from an accredited college or university in civil engineering. Four years of civil engineering training at an accredited college with successful completion of an Engineer in Training (E.I.T) examination or its equivalent, which is recognized by the California Board of Civil and Professional Engineers.
- Assistant City Engineer: The Assistant City Engineer focuses on administering all aspects of the planning and implementation of capital improvement projects in the City. The Assistant City Engineer works with the City Engineer in supervision and direction of other project engineering and sewer division staff. Bachelor's degree in Engineering with major in civil engineering. Two to five years of professional civil engineering experience may be required.
- Associate Engineer: Performs Journey-level responsibilities by performing the full range of professional civil engineering work. They are expected to work under general direction and perform work requiring a higher degree of judgment, independence of action and problem solving than the entry-level position of Engineering Assistant. It requires a bachelor's degree from an accredited college or university in civil engineering and the equivalent of three years of experience in civil engineering at the level of Engineering Assistant or higher. Experience may vary and have been gained subsequent to receipt of the bachelor's degree or successful completion of EIT examination.
- Senior Engineer (PE): This is the advanced journey-level in the professional engineering classification series as it may supervise employee; oversee plans, coordinate, and participate in the completion of varied professional engineering projects. It requires a bachelor's degree from an accredited four-year college or university with a major in civil engineering or a closely related field. Two to three years of responsible professional experience in civil engineering or a related field are required and possession of a valid Certificate of Registration as a Professional Civil Engineer from the State of California.
- City Engineer or Principal City Engineer (PE): The City Engineer and Principal Engineer may serve as chief of the Engineering Division. They assist the Director of Public Works and administers the affairs of the Division. Both require an equivalent to a B.S. in Civil Engineering or a related field and three to five years of experience in supervising professional civil engineers in municipal public works engineering and possession of a Certificate of Registration as a Professional Civil Engineer in the State of California.

- Deputy Director of Public Works/City Engineer (PE): Under administrative direction, the Deputy will plan, manage, and coordinate the services of the Engineering Design Division. It will include civil design, and public works inspection projects, and engineering permit services; coordinate engineering plan preparation and approval of public works projects and private development plan checks. It requires Bachelor's degree from an accredited four-year college or university with a major in Civil Engineering, or a related field is required. Eight years of progressively responsible professional and project management experience involving civil engineering work and the design, administration, and inspection of public works construction projects and rights-of-ways, and the plan review of private development projects is required. Possession of a valid certificate of registration as a Professional Civil Engineer issued by the California State Board of Registration for Civil Engineers.
- Director of Public Works: Under the direction of the City Manager, the position is responsible for performing executive level administrative work, directing the operations, activities, teams, complex tasks, programs and projects of the Public Works Department. The position requires graduation from an accredited college or university with a bachelors' degree in public administration, engineering, or a related field. A master's degree in a relevant field is highly desirable. The position requires at least five years of increasingly responsible management experience in public works maintenance, civil engineering, government operations, or a comparable utility company or business. Also, least three years of experience in a supervisory capacity.
- Director of Public Works/City Engineer (PE): Under the administrative direction of the City Manager, Plans, organizes, directs, coordinates and evaluates Public Works Department activities and programs. It may serve as City Engineer and City Traffic Engineer; coordinates and supervises the work of consulting engineers. Graduation from an accredited four-year college or university with a degree in Engineering with an emphasis in Civil Engineering. Must have five years of progressively responsible and varied professional public works and engineering experience involving the design, construction, maintenance or operation of a variety of public works facilities, including at least three years in a supervisory or administrative capacity over professional and sub-professional engineering personnel. Must possess (at the time of appointment and maintained during employment) a Certificate of Registration as a Civil Engineer either issued by the State of California or by a state having a reciprocal credential system.

CITY OF PALOS VERDES ESTATES
JOB DESCRIPTION

JOB TITLE: DIRECTOR OF PUBLIC WORKS/CITY ENGINEER

Department: Public Works & Engineering Department

FLSA Status: Exempt

Designation: Executive Management

Definition

The Director of Public Works/City Engineer, working under direction of the City Manager, or the City Manager's designee, plans, coordinates, manages, administers and oversees the activities, operations, staff and contracts of the Public Works Department, including street maintenance services, facility maintenance, traffic safety, refuse collection and municipal engineering services.

Duties

The Public Works/City Engineer Director performs the following duties which may include, but are not limited to:

- Develops, oversees and participates in the review and management of the Capital Improvement Plan, ensuring consistency with the City's General Plan and other planning documents and schedules.
- Administers, assembles, plans, and manages the City's entire Capital Improvement Program including Building Facilities, Streets and Transportation, Storm Drains, Sewer, and municipal separate storm sewer systems (MS4).
- Plans, manages, coordinates and evaluates Engineering design and construction engineering work, including utilities and rights-of-way engineering.
- Prepares, reviews, and approves engineering plans, specifications, and contract documents related to private development construction and capital improvement projects and provides advance master plan for the City's development.
- Administers engineering construction contracts and private plan check contracts for private development; ensures that development standards are consistent with project applications and the City's environmental policies and requirements.
- Plans, directs, supervises and assigns work to assigned support staff.
- Selects, trains, supervises, and evaluates the work of professional and technical staff and consultants; recommends disciplinary actions as needed.
- Participates in the development of the Public Works/Engineering budget and makes recommendations regarding staff, equipment, and capital projects; monitors actual expenditures for compliance with plans.

- Develops, plans and implements action on adopted policies from the Traffic Safety Committee and City Council and contained in such documents as the City's Circulation Element and the Southern California Association of Government's Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS).
- Serves as lead staff to the Traffic Safety Committee.
- Reviews, approves, and signs City Tract & Parcel Maps, Certificates of Compliance and other documents per the Subdivision Map Act.
- Attends meetings, study sessions, and workshops involving various commissions, ad-hoc committees, and the City Council; presents testimony and recommendations on civil engineering issues and works with community groups to understand concerns.
- Represents the City on regional and state technical and engineering committees.
- Monitors State and Federal legislation related to contemporary public works issues and applies for grants administered by regional, federal and state agencies.
- Administers environmental quality standards and programs associated with FEMA floodplain administration, NPDES, and water quality compliance.
- Evaluates current practices and policies and recommends appropriate changes and updates.
- Establishes annual performance objectives for the Public Works Department and ensures their attainment.
- Prepares public information on practices and policies.
- Prepares and presents staff reports and other necessary correspondence.
- Performs related work as needed.

Qualifications

Knowledge:

- Theories, principles, practices, standards, methods and techniques of civil engineering;
- Development, evaluation and approval practices of engineering plans and specifications related to streets, sewers, storm drains, water mains and other public works projects and plan review of private development projects;
- FEMA, NPDES, WQMP, and other environmental compliance programs; construction, financing and legal requirements associated with civil engineering and public works projects;
- Principles of employee supervision and evaluation; public works inspection practices; environmental regulations and standards; contract administration practices.

Ability:

- To plan, organize, coordinate and manage design and construction engineering services as they pertain to for public construction, utilities, capital improvements projects and the review and approval of private development projects;
- To participate in selecting, training, supervision and evaluation of technical and field personnel and contract personnel;

- To analyze engineering plans, specifications and proposals and public works projects and private development proposals for technical feasibility, safety, best practices and public acceptability;
- To communicate effectively, both orally or in writing; prepare and present administrative reports and staff recommendations;
- To establish and maintain effective working relationships with staff, supervision, management, executives, consultants, contractors, developers, governmental officials, and public and private representatives.

Experience and Education:

Any equivalent combination of training, education and experience, which provides the individual with the required knowledge, skills and abilities to perform the job. To include:

- Bachelor’s degree from an accredited four-year college or university with a major in Civil Engineering or a related field is required.
- College-level course work or certification in the principles of project management and employee supervision is desirable.
- Eight years of progressively responsible professional and project management experience involving civil engineering work and the design, administration, and inspection of public works construction projects and rights-of-ways, and the plan review of private development projects is required.

Licenses, Certificates; Special Requirements:

- Ability to obtain a valid Class C California Driver’s License, acceptable driving record, and evidence of insurance.
- Possession of a valid certificate of registration as a Professional Civil Engineer issued by the California State Board of Registration for Civil Engineers

Physical Requirements:

Moderate; Typical office setting with prolong periods of sitting; may require some driving to different locations. Require vision (which may be corrected) to read small print. General use of standard office equipment, including a computer and computer screen for extended periods of time. Intermittently twist to reach office equipment; bend, squat and kneel when filing; walk and stand when operating office equipment; write or use a keyboard to communicate through written means; hear and talk with the public; file papers and reports. May lift, load, push, or pull up to 25 pounds. Ability to hear and speak to communicate in person or over the telephone. Must be able to handle stressful situations.

The City of Palos Verdes Estates is an Equal Opportunity Employer. This job description includes a list of ADA essential job duties performed by the classification. Duties cannot include, and are not intended to include, every possible task performed by each individual employee assigned in this classification. Palos Verdes Estates will provide reasonable accommodations to qualified individuals with disabilities, in compliance with the Americans with Disabilities Act, and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

This position is required to annually complete and file the California State Form 700 (Statement of Economic Interest Disclosure).

**CITY OF PALOS VERDES ESTATES
JOB DESCRIPTION**

JOB TITLE: PLANNING AND BUILDING DIRECTOR

Department: Planning Department
FLSA Status: Exempt
Designation: Executive Management

Definition

The Planning and Building Director, working under direction of the City Manager, or the City Manager's designee, plans, coordinates, manages and oversees the activities, operations, staff and contracts of the Planning and Building Department, including planning, building, inspection and code enforcement, ~~department budget~~ and administration and technical oversight of parklands and tree management services. ~~Serves as staff liaison to the City's Planning Commission and Parklands Committee. Provides highly responsible and complex professional assistance to the City Manager, community relations, contract management and others in areas of expertise. May provide direct supervision to subordinate level technical, clerical and contract staff.~~

Duties

The Planning and Building Director performs the following duties which may include, but are not limited to:

- Assumes full management and technical responsibility for all services and activities within the ~~Planning~~ department including, but not limited to, current and long-range planning, zoning development, environmental review, building inspection, code enforcement, tree management, use of parklands and other related activities.
- Manages and participates in the development and implementation of organization and departmental goals, objectives, and priorities for assigned service area; recommends and administers policies and procedures to be used in conjunction with zoning and planning laws, subdivision ordinance and other related ordinance and public notices.
- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment and supplies; directs the monitoring of and approval of expenditures; directs the preparing and implementation of budgetary adjustments.
- Provides oversight and management over professional consulting services contracts.
- ~~Oversees and participates in the review and management of the Capital Improvement Plan, ensuring consistency with the City's General Plan.~~ Serves as staff liaison to the City's Planning Commission and Parklands Committee.
- Directs and participates in the processing of major projects, ~~such as General Plan amendments, re-zonings, etc.~~

- Oversees the processing, review and scheduling of development applications submitted to City; ensures result is a thorough, comprehensive project analysis consistent with all City codes and ordinances; ensures implementation of the City's General Plan and City Council policy decisions.
- Develops, maintains, studies, updates, implements, and interprets the City's General Plan, Zoning Ordinance, State Subdivision Map Act, area plans, environmental impact reports, ~~capital improvement plans~~, California Environmental Quality Act (CEQA), Palos Verdes Homes Association restrictions and guidelines and related City codes, ordinances and policies affecting and/or related to planning and land use issues.
- Attends meetings of Planning Commission, Parklands Committee, City Council and other related meetings as required; provides staff support, reports and presentations, technical direction and guidance to the Planning Commission, Parklands Committee, and City Council including the development of all City planning programs; investigates and reports on matters requiring Commission/Committee/Council action.
- Attends and participates in professional group meetings; stays abreast of new trends and innovation in the field of Planning.
- Monitors changes in laws, regulations and technology that may affect City or department operations; implements policy and procedural changes as required.
- Maintains and directs the maintenance of departmental files.
- ~~Works collaboratively with public and responds to and resolves difficult and sensitive citizen inquiries and complaints.~~
- ~~May provide oversight over public works department and projects.~~
- Plans, directs, supervises and assigns work to assigned support staff.
- Evaluates current practices and policies and recommends appropriate changes and updates.
- Prepares public information on practices and policies.
- Prepares and presents staff reports and other necessary correspondence.
- Performs related work as needed.

Qualifications

Knowledge and Abilities:

- Principles, practices and legislative requirements related to administering a planning and building department, including general plan development and administration, land-use planning, zoning, coastal use, environmental impact reports and administration, other environmental laws, building codes, and related matters.
- Applicable Federal, State and local laws, codes, regulations including California Planning Law, the Subdivision Map Act and the California Environmental Quality Act (CEQA)
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures and operational needs; principles and practices of municipal government administration.
- Principles and procedures pertaining to site planning, architectural review and

design.

- Advanced principles and practices of municipal budget preparation and administration. Prepare and administer large and complex budgets; allocating limited resources in a cost-effective manner.
- Techniques for effectively representing the City in contacts with governmental agencies, community and business groups, the public, professional, regulatory and legislative organizations.
- Methods and techniques for writing and presenting, contract negotiations, business correspondence, information distribution; research and reporting methods, techniques, and procedures.
- Techniques for dealing effectively with the public, vendors, contractors and City staff in person, writing, and over the telephone.
- Provides administration and professional leadership and direction for the Planning and Building department including the planning, organizing, directing and coordinating the work of management, supervisory, professional, technical and contract personnel; delegate authority and responsibility.
- Develop, implement and administer goals, objectives and procedures, work standards and internal controls for department and assigned program areas.
- Provide courteous and responsive communication to the public.
- Evaluate operations and problems; recommend and implement efficiency and productivity in improvements.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations effectively administer a variety of City programs and administrative activities.
- Establish and maintain effective working relationship with staff, City Council, commissions/committees, other agencies community groups and individual citizens.
- Resolve complicated situations requiring diplomacy and tact.
- Attend meetings outside of regular working hours.
- Work under pressure with strict deadlines.
- Make independent decisions.
- Exercise confidentiality.
- Follow oral and written instructions.
- Read, interpret and apply policies, procedures, rules and regulations.
- Modern office procedures and methods including computer equipment, word processing, spreadsheet, database, graphic presentations and other needed specialized software applications, and internet and electronic communication
- Type 60 wpm with accurate spelling and grammar.
- Operate standard office equipment.
- Safe work and driving principles and practices.

Experience and Education:

Any equivalent combination of training, education and experience, which provides the individual with the required knowledge, skills and abilities to perform the job. To include:

- Graduation from a four-year college or university with major course work in urban or regional planning, geography, public or business administration, or a related field. Master's degree in related fields is highly desirable.
- Seven years of responsible planning and building experience including three years of management and supervisory experience.
- Possession of, or ability to obtain, a valid California Driver's license.
- Certification by the American Institute of City Planners (AICP) or related organization is highly desirable.

Physical Requirements:

Moderate; Typical office setting with prolong periods of sitting; may require some driving to different locations. Require vision (which may be corrected) to read small print. General use of standard office equipment, including a computer and computer screen for extended periods of time. Intermittently twist to reach office equipment; bend, squat and kneel when filing; walk and stand when operating office equipment; write or use a keyboard to communicate through written means; hear and talk with the public; file papers and reports. May lift, load, push, or pull up to 25 pounds. Ability to hear and speak to communicate in person or over the telephone. Must be able to handle stressful situations.

The City of Palos Verdes Estates is an Equal Opportunity Employer. This job description includes a list of ADA essential job duties performed by the classification. Duties cannot include, and are not intended to include, every possible task performed by each individual employee assigned in this classification. Palos Verdes Estates will provide reasonable accommodations to qualified individuals with disabilities, in compliance with the Americans with Disabilities Act, and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

This position is required to annually complete and file the California State Form 700 (Statement of Economic Interest Disclosure).

RESOLUTION R15-39

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALOS VERDES ESTATES, CALIFORNIA AMENDING RESOLUTION R15-27, PALOS VERDES MANAGEMENT-ADMINISTRATION CLASSIFICATIONS AND SALARY RESOLUTION, BY ADDING ONE FULL-TIME POSITION OF PUBLIC WORKS/CITY ENGINEER DIRECTOR

THE CITY COUNCIL OF THE CITY OF PALOS VERDES ESTATES, CALIFORNIA RESOLVES:

Section 1. The Management - Administration Classification and Salary Resolution R15-27 is amended by adding thereto the full-time classification of "Director of Public Works/City Engineer". The job specification for this classification shall be described in the job description attached to this resolution. A person holding a position in this classification shall be compensated within the following monthly salary range:

\$10,038 - \$12,200

Section 2. The City Clerk shall certify to the passage and adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED on this ___ day of _____, 2015.

James F. Goodhart, MAYOR

ATTEST:

APPROVED AS TO FORM:

Vickie Kroneberger, CITY CLERK

Christi Hogin, CITY ATTORNEY

**CITY OF PALOS VERDES ESTATES
JOB DESCRIPTION**

JOB TITLE: DIRECTOR OF PUBLIC WORKS/CITY ENGINEER

Department: Public Works & Engineering Department

FLSA Status: Exempt

Designation: Executive Management

Definition

The Director of Public Works/City Engineer, working under direction of the City Manager, or the City Manager's designee, plans, coordinates, manages, administers and oversees the activities, operations, staff and contracts of the Public Works Department, including street maintenance services, facility maintenance, traffic safety, refuse collection and municipal engineering services.

Duties

The Public Works/City Engineer Director performs the following duties which may include, but are not limited to:

- Develops, oversees and participates in the review and management of the Capital Improvement Plan, ensuring consistency with the City's General Plan and other planning documents and schedules.
- Administers, assembles, plans, and manages the City's entire Capital Improvement Program including Building Facilities, Streets and Transportation, Storm Drains, Sewer, and municipal separate storm sewer systems (MS4).
- Plans, manages, coordinates and evaluates Engineering design and construction engineering work, including utilities and rights-of-way engineering.
- Prepares, reviews, and approves engineering plans, specifications, and contract documents related to private development construction and capital improvement projects and provides advance master plan for the City's development.
- Administers engineering construction contracts and private plan check contracts for private development; ensures that development standards are consistent with project applications and the City's environmental policies and requirements.
- Plans, directs, supervises and assigns work to assigned support staff.
- Selects, trains, supervises, and evaluates the work of professional and technical staff and consultants; recommends disciplinary actions as needed.
- Participates in the development of the Public Works/Engineering budget and makes recommendations regarding staff, equipment, and capital projects; monitors actual expenditures for compliance with plans.

- Develops, plans and implements action on adopted policies from the Traffic Safety Committee and City Council and contained in such documents as the City's Circulation Element and the Southern California Association of Government's Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS).
- Serves as lead staff to the Traffic Safety Committee.
- Reviews, approves, and signs City Tract & Parcel Maps, Certificates of Compliance and other documents per the Subdivision Map Act.
- Attends meetings, study sessions, and workshops involving various commissions, ad-hoc committees, and the City Council; presents testimony and recommendations on civil engineering issues and works with community groups to understand concerns.
- Represents the City on regional and state technical and engineering committees.
- Monitors State and Federal legislation related to contemporary public works issues and applies for grants administered by regional, federal and state agencies.
- Administers environmental quality standards and programs associated with FEMA floodplain administration, NPDES, and water quality compliance.
- Evaluates current practices and policies and recommends appropriate changes and updates.
- Establishes annual performance objectives for the Public Works Department and ensures their attainment.
- Prepares public information on practices and policies.
- Prepares and presents staff reports and other necessary correspondence.
- Performs related work as needed.

Qualifications

Knowledge:

- Theories, principles, practices, standards, methods and techniques of civil engineering;
- Development, evaluation and approval practices of engineering plans and specifications related to streets, sewers, storm drains, water mains and other public works projects and plan review of private development projects;
- FEMA, NPDES, WQMP, and other environmental compliance programs; construction, financing and legal requirements associated with civil engineering and public works projects;
- Principles of employee supervision and evaluation; public works inspection practices; environmental regulations and standards; contract administration practices.

Ability:

- To plan, organize, coordinate and manage design and construction engineering services as they pertain to for public construction, utilities, capital improvements projects and the review and approval of private development projects;
- To participate in selecting, training, supervision and evaluation of technical and field personnel and contract personnel;

- To analyze engineering plans, specifications and proposals and public works projects and private development proposals for technical feasibility, safety, best practices and public acceptability;
- To communicate effectively, both orally or in writing; prepare and present administrative reports and staff recommendations;
- To establish and maintain effective working relationships with staff, supervision, management, executives, consultants, contractors, developers, governmental officials, and public and private representatives.

Experience and Education:

Any equivalent combination of training, education and experience, which provides the individual with the required knowledge, skills and abilities to perform the job. To include:

- Bachelor's degree from an accredited four-year college or university with a major in Civil Engineering or a related field is required.
- College-level course work or certification in the principles of project management and employee supervision is desirable.
- Eight years of progressively responsible professional and project management experience involving civil engineering work and the design, administration, and inspection of public works construction projects and rights-of-ways, and the plan review of private development projects is required.

Licenses, Certificates; Special Requirements:

- Ability to obtain a valid Class C California Driver's License, acceptable driving record, and evidence of insurance.
- Possession of a valid certificate of registration as a Professional Civil Engineer issued by the California State Board of Registration for Civil Engineers

Physical Requirements:

Moderate; Typical office setting with prolong periods of sitting; may require some driving to different locations. Require vision (which may be corrected) to read small print. General use of standard office equipment, including a computer and computer screen for extended periods of time. Intermittently twist to reach office equipment; bend, squat and kneel when filing; walk and stand when operating office equipment; write or use a keyboard to communicate through written means; hear and talk with the public; file papers and reports. May lift, load, push, or pull up to 25 pounds. Ability to hear and speak to communicate in person or over the telephone. Must be able to handle stressful situations.

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This position is required to annually complete and file the California Fair Political Practices Commission Form 700 (FPPC Statement of Economic Interest Disclosure).