



EMPLOYMENT OPPORTUNITY

ENGINEERING SERVICES MANAGER

Salary Range: \$31.19- \$41.82/Hour

Closing Date: September 26, 2019, 5:00 p.m.

Postmarks and faxed applications not accepted.

DEFINITION

Under general direction of the Public Works Director, to coordinate the development of departmental goals and objectives, budgets, five-year capital improvement plans, master plans, and geographic data base and mapping updates; to manage engineering services and construction contracts; to resolve regulatory matters with developers and their representatives; to manage project development and plan review processes; to coordinate activities with consulting engineers; to work in both the office and the field; to perform surveying, drafting, construction inspection, traffic analysis, impact fee calculations, and other related work as required.

EXAMPLE OF DUTIES

Reviews improvement plans in sewer, water, street, and storm drain systems and subsystems. Performs and supervises engineering, surveying and other fieldwork associated with engineering design. Develops and administers contracts for Public Works projects. Inspects various phases of construction work and insures that all contract requirements are complied with, including those required by various funding sources. Reviews applications, and recommends conditions on subdivisions and other development. Prepares and issues various permits under the jurisdiction of the Public Works Department. Prepares Public Works fee and deposit estimates and impact fee calculations for development projects. Prepares legal descriptions and maps, maintains data, and conducts traffic counts. Manages the City Water Telemetry System. Produces the Annual Water Quality Report (Consumer Confidence Report). Coordinates public works programs with public agencies and other cities. Attends Planning Commission and City Council meetings as needed. Researches and responds to inquiries from within the organization, from outside agencies, and from citizens and businesses. Maintains and schedules Engineering Division activities and assists in coordination of engineering programs with other departments. Participates in engineering, planning, and related meetings.

DESIRABLE QUALIFICATIONS

Training and Experience – Five years of progressively responsible engineering and/or public works project management experience and a Bachelor’s Degree in Civil Engineering or a related subject from an accredited college or university. Registration as a Professional Civil Engineer, or equivalent, is preferred. Licensed Land Surveyor or other state licenses or certificates are highly desirable.

SPECIAL REQUIREMENTS

Employee must have a valid California driver’s license.

HOW TO APPLY

A City application form is required. Application forms may be obtained from the City of Anderson, Personnel Department, 1887 Howard Street, Anderson, CA 96007. (530) 378-6646, or one may be downloaded from our website at www.ci.anderson.ca.us.

SELECTION PROCESS

On receipt of completed applications, each candidate's education and experience qualifications will be evaluated; the selection process may consist of a qualification’s appraisal, a written examination, an oral evaluation, or any combination of the above appropriate to the number of applications received.

EMPLOYMENT BENEFITS

Vacation:	10 days per year; 15 days after 5 years; 20 days after 10 years.
Holidays:	14 paid.
Sick Leave:	Earned at a rate of 1 day per month.
Retirement:	PERS - Provides 2% @ age 55 for classic employees and 2% @ age 62 for new employees entering CalPERS for the first time, Supplemental to Social Security; credited sick leave. Highest 36 months. Employee pays member share.
Insurance:	Group insurance plans for employees/dependents includes life insurance, medical, dental, vision, and disability. City pays 93.3% of monthly premium plus one-half of rate increases. Section 125 (Cafeteria) Plan available.

The City of Anderson is an equal employment opportunity employer and does not discriminate with regard to race, age, color, sex, religion, national origin or disability. The City of Anderson will make reasonable accommodations upon request to applicants with disabilities.