



Human Resources Department
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CAPITAL PROJECTS DIVISION MANAGER/ASSISTANT CITY ENGINEER **(Public Works/Capital Projects)**

THE SALARY: \$9,478 – \$13,344 per month

BENEFITS: CalPERS 2% @ 55 for Classic members or 2% @ 62 for new members (employee pays the employee portion), Cafeteria benefit bank \$9,450 per year plus 3% of annual salary to purchase medical, dental, vision or cash out (with proof of other medical coverage), Deferred compensation plans (Section 457 and 401(a)), annual leave, holiday pay, City paid life insurance, retiree medical (\$75/month VEBA contribution), tuition reimbursement, auto allowance (\$350/month).

THE POSITION: Under general direction of the Public Works Director/City Engineer, this **At-Will** position plans, organizes, directs, manages, oversees and integrates the operations and staff of the Capital Projects division; provides expert professional advice and assistance to City officials and management staff in areas of expertise, including engineering plan review and capital improvement planning, design and implementation; serves as the Assistant City Engineer; and performs related work as required.

EXAMPLES OF DUTIES: Plans, organizes, controls, manages and evaluates the work of the Capital Projects Division; with subordinate supervisors and staff, participates in establishing operational plans and initiatives to meet division goals and objectives; Implements division plans, work programs, processes, procedures and policies required to achieve overall division performance results; participates in developing and monitoring performance against the annual division budget; provides day-to-day leadership and works with staff to ensure a high performance, customer service oriented work environment which supports achieving City objectives and service expectations; prepares reports recommending appropriate actions; researches, coordinates, and implements various projects; writes and edits staff reports and assists in preparing and managing professional services contracts; monitors and evaluates project progress; evaluates contracts and budget change orders for cost and working adjustments; conducts regular project management meetings; works with contractors, engineers, developers and others to resolve conflicts and facilitate solutions; inspects project sites to ensure compliance with project specifications and City policies and resolves issues; analyzes and responds to requests for information and complaints from other public and governmental agencies, community and business groups, citizens, the media and the public; and represents the City and makes presentations at various meetings and public hearings.

MINIMUM QUALIFICATIONS: **Training and Experience** – A Bachelor's Degree in Civil Engineering or a closely related field; and at least nine years of progressively responsible professional engineering experience, at least four of which were in a supervisory or program/project management capacity; or an equivalent combination of training and experience. **Knowledge and Abilities** - Must possess **knowledge of** theory, principles, practices and techniques of civil engineering, capital projects and project management as they apply to a public agency; principles and practices of municipal public works administration, planning and design; methods, materials and techniques for the design and construction of public works projects; theory, principles, practices and techniques of public administration, including budgeting, purchasing, contract administration and maintenance of public records; sources of information and applicable federal, state and local laws and regulations pertaining to assigned areas of responsibility, and local government operations; principles and practices of municipal public works administration, planning and design; methods, materials and techniques for the design and construction of public works projects; theory, principles, practices and techniques of automated mapping and geographic information systems; capital project funding and budgeting and work planning/scheduling; practices of civil engineering, infrastructure design and construction; federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility; Principles and practices of public administration, including budgeting, purchasing, contract administration and maintenance of public records; research methods and analysis techniques; principles and practices of effective management and supervision. Must have the **ability to** define complex management, fiscal, budget and strategic planning issues, perform difficult analyses and research, evaluate alternatives and develop sound conclusions and recommendations; understand, interpret, explain and apply federal, state and local policy, law, regulations and court decisions applicable to areas of responsibility; present proposals and recommendations clearly, logically and persuasively in public meetings; complete projects with minimal direction; communicate clearly and concisely, both orally and in writing; communicate policies and procedures effectively to the general public; exercise tact and diplomacy in dealing with sensitive and complex issues and situations; establish and maintain effective working relationships with all levels of City management, the City Council, other governmental officials, consultants, contractors, employees, the public, the media and others encountered in the court of work; and provide quality customer service.

LICENSES AND CERTIFICATES: A current and valid registration as a Professional Civil Engineer with the California State Licensing Board is required; and a valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

SELECTION PROCESS: Following an administrative review of each application, only the most qualified applicants will be invited to an oral interview and/or testing. The successful candidate will be required to pass a medical examination, and submit original documentation to establish both work authorization and identity (per the Immigration Reform and Control Act of 1986). Criminal background investigations will be conducted, and a Drug Screening Test will be required.

FILING PERIOD: Apply online at www.calopps.org by 5:00 p.m. on Sunday, December 18, 2016.

The City of Moreno Valley is an EQUAL OPPORTUNITY EMPLOYER.

For further information regarding this position, contact the Human Resources Department at (951) 413-3045

CLOSING DATE: December 18, 2016

PUBLICATION DATE: November 14, 2016