



CITY OF TURLOCK
invites applications for the position of:
**PRINCIPAL CIVIL
ENGINEER**

An Equal Opportunity Employer

SALARY

Monthly
\$8,162.00 - \$9,920.00

OPENING DATE: 07/07/17

CLOSING DATE: 08/11/17 05:00 PM

**DEFINITION &
DISTINGUISHING
CHARACTERISTICS:**

OR UNTIL POSITION IS FILLED

The City of Turlock is accepting applications for the position of Principal Civil Engineer. This individual will assist in planning, directing, supervising and coordinating design and construction, contract and engineering activities. The incumbent will also perform a variety of difficult professional engineering and design activities and perform other job related work as required.

An eligibility list will be established from this recruitment that will be valid for six (6) months. All employees are required to serve a twelve (12) month probationary period.

This position is designated as un-represented for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).

**ESSENTIAL
FUNCTIONS:**

Duties may include, but are not limited to:

- Assists in the planning, directing and supervision of the design and construction of City public works facilities.
- Oversee and personally performs the more complex City engineering, construction, inspection, drafting, surveying, and project budget activities.
- Participates master planning for City facilities and systems.
- Recommends approval of detailed facilities' design including plans, specifications, contract documents, and cost estimates.
- Oversees contract administration; participates in the discussions and examination of proposals; interprets and implements Department and City policies and objectives.
- Ensures close coordination with other City departments and affected outside groups.
- Assists with preparation of specialized budgets related to assigned activities; assists in budget implementation; participates in budget forecasts; administers the approved budget.
- Prepares administrative and operational reports for review by others.
- Develops recommendations for consideration and action;

- Participates in the implementation of new programs and activities. Participates in recruitment and selection activities; makes recommendations for appointment of new staff; assists with staff orientation and training.
- Supervises staff including provision of timely performance evaluations; recommends and implements approved discipline; provides staff development; and maintains high standards necessary for efficient, professional operations.
- Represents the City engineering and construction activities with other governmental agencies, regulatory bodies, contractors, consultants, civic groups and concerned citizens.
- Assists in the development of long-term capital improvement plans.
- Oversees negotiations for property and right-of-way acquisitions.
- Develops project operating budget and controls expenditures.
- Supervises and/or checks the preparation of construction plans and specifications; directs contract preparation and administration activities.
- Oversees construction inspection and approval of payments; insures proper quality controls on construction projects.
- Confers with and provides consultation to others on work priorities, potential problems, and solutions to current problems.
- Studies and recommends improvements for public works system operations; and provides technical information and data to concerned parties.
- Prepares highly complex and technical reports; documents policies and procedures; performs research.
- Occasionally may assist with presentations before various groups, including City Council, Commissions, and professional and public meetings, as needed.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provides effective conflict resolution, as needed.
- Models appropriate professional management conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions.
- Attends assigned meetings and training; interacts with outside agencies and commissions; provides leadership for teams, or committees, as needed.
- Assures staff works in a safe manner; follows safety requirements; monitors and assures compliance with regulations and other legal requirements.
- Perform related duties as assigned.

**MINIMUM
QUALIFICATIONS:**

Knowledge of:

- Principles and practices of engineering and administration as applied to the design and construction of public works facilities, public works maintenance services, technical inspection services, and water systems operations.
- Principles and practices of supervision, staff selection, training and personnel management.
- Materials and equipment used in the construction of public works facilities and systems.

- Construction methods and inspection techniques.
- Federal, State, regional, and local laws, regulations, and guidelines related to public works construction and operations.
- Development of engineering designs, construction standards and specifications.
- Cost estimating and contract administration.
- Technical report writing.
- Project budget development and expenditure control, including development of capital improvement plans. Budgeting procedures and techniques.
- Safe work practices and related regulations.
- Principles of public speaking, conflict resolution and excellent customer service.

Ability to:

- Plan, organize, direct, coordinate and supervise the functions and activities necessary to design, construction and maintenance public works facilities and systems.
- Organize, analyze, manage and implement a variety of programs.
- Lead, supervise, evaluate and train personnel effectively and maintain discipline.
- Select, train and evaluate staff.
- Delegate authority and responsibility and schedule and program work on a long-term basis.
- Develop plans, designs, specifications, cost estimates, and engineering standards for construction and improvement projects.
- Develop budgets and control expenditures, including capital improvement plans.
- Coordinate the work of consultants, engineering, and maintenance and operations staff, other department staff and agencies concerning major construction projects and capital improvements programs.
- Conduct engineering research work and solve complex engineering problems utilizing a variety of engineering techniques.
- Analyze operations, initiate improvements and respond to City growth.
- Prepare comprehensive technical reports and recommendations.
- Establish and maintain cooperative working relationships with elective officials, administration, other employees, and the general public.
- Communicate clearly and concisely orally and in writing.
- Read and comprehend complex laws and regulations and initiate policies and procedures for their implementation.
- Organize, implement and supervise departmental goals and City objectives.
- Use computer and needed programs effectively.
- Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work.
- Communicate effectively, orally, electronically and in writing.

EXPERIENCE:

Four (4) years of increasingly responsible professional engineering

experience in the design and construction of public works facilities and systems, including at least one (1) year in a supervisory capacity preferably in the public sector.

EDUCATION & TRAINING:

Equivalent to a Bachelor's degree from an accredited college or university in Civil Engineering.

LICENSE AND/OR CERTIFICATE

- Possession of a certificate of registration as a professional civil engineer in the State of California.

**EXPERIENCE AND
EDUCATION:**

EXPERIENCE:

Refer to Minimum Qualifications section.

EDUCATION & TRAINING:

Refer to Minimum Qualifications section.

LICENSE AND/OR CERTIFICATE

- Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Maintenance of a valid California Driver's license and proof of automobile liability insurance thereafter is a condition of continued employment.

DESIRABLE QUALIFICATIONS

Possession of a certificate of registration as a professional land surveyor in the State of California.

PHYSICAL REQUIREMENTS:

While performing the essential duties of the position, the employee is regularly required to stand; sit; walk; use hands; move fingers to feel objects tools controls, reach with hands and arms; and talk and hear. Specific vision abilities required for this position include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

The employee must occasionally lift and move up to 15 pounds; the employee may occasionally be required to work outdoors in different types of weather and cold/heat.

SELECTION PROCESS:

1. All applicants must complete a standard City of Turlock application for employment form, supplemental questionnaire and submit the following documentation:

- Verification of equivalency to a Bachelor's degree from an accredited college or university in Civil Engineering.
- Verification of a certificate of registration as a professional civil engineer in the State of California.

2. You may submit your required certifications using the following options:

1. Attach a scanned copy in the "Add Attachment" option (of the NeoGov online application) or
2. Fax a copy to (209) 668-5529 or
3. Email a copy to csalcedo@turlock.ca.us or
4. Hand deliver copies of your attachments to 156 S. Broadway, Suite 235, Turlock, CA on or before the final filing date.

If you are applying on line and attaching documentation to your application, contact Human Resources to assure all of your documentation was received.

3. Applications will be reviewed for possession of the minimum qualifications. In the event that a large number of applicants possess the minimum qualifications, applicants who appear to be the most qualified based on their breadth and recency of experience will be invited to compete in the testing process.

4. Candidates invited to compete in the testing process may be required to take a written examination, which will be based on a pass/fail basis. If a written examination is conducted and a large number of candidates receive a passing score, the City reserves the right to invite a percentage of the top scoring candidates to compete in the next phase of the testing process, the oral examination.

5. Candidates who are invited to participate in the oral examination and receive a score of 70% or more will be placed on an eligibility list. Ranking on the eligibility list will be based solely on the results from the oral exam.

6. Completion of a practical exercise may be conducted in order to further evaluate skills relating to essential job functions.

7. Top candidates on the eligibility list will be referred to the Development Services Director for final appointment consideration.

8. Final appointment will be contingent upon passing the following: reference review, medical examination which includes a drug screening, hearing exam and vision exam.

VETERAN'S PREFERENCE SYSTEM

The City of Turlock has adopted a veteran's preference system (effective January 1, 2002). The percentage score achieved through an entrance (non-promotional) examination which ranks applicants on an eligibility list shall be adjusted to provide: (a) one (1) percentage point added to the final test score for each six (6) months of active service during a time of armed conflict, up to a maximum of five (5) points, and (b) five (5) percentage points added to the final test score for veterans who are disabled as a result of active military service during a time of armed

conflict, regardless of length of service. To receive preference points, applicants must provide supporting documentation and proof of honorable discharge. In no event shall an applicant receive more than a five (5) point adjustment. This request should be made in section #12 of the employment application form. *A copy of your DD214 must be attached for this request to be considered.*

AN EQUAL OPPORTUNITY EMPLOYER

The City of Turlock is an Equal Opportunity Employer committed to Affirmative Action. We are sincerely interested in receiving applications from qualified minorities, women and the disabled.

Qualified applicants receive equal consideration without regard to race, color, religion, sex, sexual orientation, national origin, ancestry, age, marital status, physical or mental disability, medical condition, political affiliation or belief except where indicated by requirements of the job.

The City of Turlock will make every effort to accommodate applicants that have disabilities that would not allow them to compete in the announced process. Applicants are asked to indicate their request for accommodation in the application form.

MEDICAL EXAMINATION AND DRUG SCREENING

The incumbent will be required to take a medical examination including a drug screening and be fingerprinted.

SMOKING AND TOBACCO USE POLICY

All employees hired after January 1, 2014 as a condition of employment, shall not smoke and/or use any tobacco products. Employees hired after January 1, 2014 will be required to sign a "No Smoking and Tobacco Use Agreement". As a condition of continued employment, all employees hired after January 1, 2014, shall remain a non-smoker and/or tobacco user whether on or off duty. Failure to comply with this policy may lead to disciplinary action, up to and including termination of employment.

CITY OF TURLOCK WORK ATTIRE/ PERSONAL APPEARANCE POLICY

The City of Turlock adopted a Work Attire/ Personal Appearance Policy on April 17, 2014. This Policy describes guidelines regarding appropriate work attire, appearance and hygiene for the City of Turlock and applies to all regular and part time employees, volunteers and interns.

CUSTOMER SERVICE POLICY

The City of Turlock is committed to quality service to our customers. Our goal is to create a positive, productive and courteous atmosphere for our employees and customers. Employees are evaluated on the quality of customer service they provide.

BENEFITS

Holidays: Ten (10) paid holidays and two (2) floating holidays.

Management Leave: Eighty (80) hours

Vacation: Paid vacation that increases with years of service.

Sick Leave: Accrual of one day (eight (8) hours) for each month worked.

Retirement: Qualified candidates who are currently a CalPERS member or have been a CalPERS member within the last six (6) months or are subject to reciprocity with another eligible retirement plan, may be a "classic member" and may be enrolled in the City's 2.7% @ 55 plan. Employee pays employee contribution rate of 8% on a pre-tax basis.

Non-classic or "new members" will be enrolled in the 2% @ 62 plan.

Deferred Compensation: The City will match employee's contribution up to two and one half (2 1/2) percent of the employee's base salary for each pay period in which employee contributes to the program.

Retiree Health Savings (RHS) Vantage Care: Three (3) percent of the employee's base payroll will be deposited in each individual's RHS Vantage Care account.

Health: The City offers health, prescription, vision, and dental insurance plans for employees and dependents, currently at no cost.

Additional Benefits:

- Associate/Bachelor/Master's Degree Incentive Pay (If not listed as a minimum qualification)*
- Educational Reimbursement Program*
- Computer Loan Program*

* Upon completion of probation.

The City of Turlock does not participate in Social Security, although employees hired after April 1, 1986 participate in Medicare.

NOTES:

Information contained herein does not constitute an expressed or implied contract as it is subject to change.

WHERE TO APPLY

City of Turlock
Human Resources Division
156 S. Broadway, Suite 235
Turlock, CA 95380-5454
(209) 668-5540

or

Visit our website at

www.cityofturlock.org to apply.

**ALL APPLICATIONS MUST BE RETURNED TO THE HUMAN
RESOURCES DIVISION NO LATER THAN FRIDAY, AUGUST 11,
2017 BY 5:00 P.M. OR UNTIL POSITION IS FILLED.**

POSTMARKS WILL NOT BE ACCEPTED

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.cityofturlock.org>

ALTERNATIVE FORMAT MAY BE OBTAINED AT:

156 S. Broadway, Ste. 235

Turlock, CA 95380

(209) 668-5540

(209) 668-5542 ex. 1109

FAX Number: (209) 668-5529

Job #7-2017

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