



*The City of*  
**PLACENTIA**  
*California*



*INVITES YOUR INTEREST IN THE POSITION OF*  
**DEPUTY DIRECTOR OF PUBLIC WORKS**  
**CITY ENGINEER**

RECRUITING SERVICES PROVIDED BY



## THE ORGANIZATION

At the City of Placentia, we strive to make a difference by continually developing our progressive and innovative workforce. Our team works together to foster an environment that promotes diversity, creativity, and respect for everyone's opinions to ensure a better result for the community we serve.

Quality leadership is paramount to the City's success. City Administrator Damien R. Arrula is one of the most tenured city managers within Orange County and has been in the city manager capacity since 2015. Mr. Arrula was named by the Orange County Register as one of the "Top 100 Most Influential People of the Year" in both 2018 and 2019 and is the only city manager in Orange County to receive this distinction two years in a row. He was also named "City Manager of the Year" by ACC-OC. In addition, under his leadership the City has received numerous awards in the areas of planning, economic development, leadership and fiscal stewardship. Mr. Arrula has been a speaker at numerous conferences regarding Placentia's achievements and notable actions, including CSMFO.

The City believes in a philosophy of continuous improvement and seeks to provide employees with a number of professional development opportunities, including citywide leadership academies, departmental retreats, professional coaching, and more. If you are interested in a public sector career with an established agency dedicated to improving the way its employees work, develop, and thrive, this position would be an excellent opportunity for you.

## THE POSITION

The Deputy Director of Public Works/City Engineer is responsible for managing the department's Engineering Services Division which oversees implementation and management of the Capital Improvement Program, pavement management program, private development plan reviews and public right-of-way management and permitting. The Division is also responsible for overseeing the City's annual NPDES program. The Engineering Services Division consists of the Deputy Director, Senior Civil Engineer, Associate Engineer, Engineering Aide and Public Works Inspector all of whom are supported by the department's administrative assistant and management assistant. The annual operating budget for the Division amounts to \$680,000 and the current Capital Improvement Program Budget consists of over 60 capital projects with a value of over \$20 million. Placentia's Measure U is providing a sustainable annual revenue source that has allowed the City to start addressing its backlog in needed infrastructure repairs and improvements.

The successful candidate for this position will be responsible for delivering several high profile and important community projects such as completing the Placentia Fiber City broadband deployment project, and continuing the City's robust annual pavement maintenance program. In addition the candidate will help oversee the final construction of the Placentia Public Safety Center as well as the City's planned Senior/Community Center and oversee the final design and construction of the Old Town Placentia Streetscape Improvement Project.

## THE COMMUNITY

Placentia is located in the northeastern section of beautiful Orange County, approximately 35 miles southeast of Los Angeles. Once the center of the Valencia orange growing/ packing industry, Placentia today is a beautiful suburban community offering quality schools, stately churches, wholesome recreation, and a growing Old Town district.

Placentia is located minutes away from distinguished cultural, educational, sports and resort centers such as California State University at Fullerton, Disneyland, Anaheim Stadium, Orange County Performing Arts Center, the Honda Center, and Knott's Berry Farm as well as world famous Southern California beaches and mountains.

Incorporated in 1926, Placentia has grown to 51,727 residents. Operating as a Charter City since 1965, Placentia is governed by a five- member City Council. The City operates as a Council-Manager form of government which provides the policy-making leadership of a City Council with the administrative oversight of a City Administrator.





# QUALIFICATIONS

*The City of Placentia is a dynamic community that provides itself on a solution-based government. A typical way to obtain the required qualifications for this position would be:*

**Education & Experience:** Graduation from a four-year college or university with major course work in civil engineering and five years of progressively responsible civil engineering experience, including supervisory experience; or an equivalent combination of training and experience.

**Licenses & Certificates:** A valid Class C California driver's license and the ability to maintain insurability under the City's Vehicle Insurance Policy. Ability to work extended hours and on standby basis. Registration as a Civil Engineer issued by the California State Board of Registration for Civil and Professional Engineers.



# DUTIES

*Essential responsibilities and duties may include, but are not limited to, the following:*

1. Plans, coordinates, and manages private development plan review and approvals, capital improvements, public right-of-way construction and grading inspection, and consulting engineering.
2. Reviews and approves engineering improvement plans and private development specifications.
3. Develops and manages capital improvement budgets; monitors actual expenditures in conformance with division goals and objectives; coordinates project functions with public works personnel.
4. Negotiates and enforces the terms of consultant agreements, schedules, and work plans; assures projects are completed within expected timelines, material specifications, and labor costs.
5. Reviews change orders; determines whether cost and work modifications meet standards of public safety, cost effectiveness, and technical feasibility.
6. Selects, trains, supervises, and evaluates the work of staff and consultants; coordinates projects and assignments; institutes disciplinary procedures and corrective actions for work not meeting standards.
7. Meets with other City departments, transportation agencies, developers, contractors, and consultants to plan and implement various projects and programs.
8. Advises Director of Public Works, City Administrator, and City Council regarding engineering and administrative issues.
9. Attends City Council, regional planning, and public community meetings and makes presentations of engineering and construction proposals, contracts, engineering reports, and staff recommendations.
10. Keeps informed of current construction design techniques, changes in construction codes, engineering standards, and material uses and methods through professional meetings, conferences, and continuing education.
11. Acts on behalf of the Deputy City Administrator in his absence.

## IDEAL CANDIDATE

The City is seeking a strong, energetic, team-oriented leader, who is hands-on and engaged that will be visible and accessible to their staff. The position requires someone who has broad experience in public works, is politically astute, a creative problem solver and has a comfort with and a strong desire for interacting with employees, department directors, elected officials, residents, and diverse stakeholders.

The Deputy Director of Public Works/City Engineer will be collaborative, inclusive, tech savvy, committed to accountability and exceptional customer service, and able to motivate and maximize the skills of staff. The ideal candidate will be an outstanding verbal and written communicator who exhibits a calm, even-keeled demeanor. The proven ability to translate complex technical data and concepts into understandable layperson's terms is critical.

With their empathetic yet encouraging approach, the ideal candidate will be a motivating mentor who places a high priority on succession planning and ongoing professional development. They will be a credible communicator with outstanding interpersonal skills and political acumen who is capable of building rapport and trust with stakeholders.

## APPLICATION AND SELECTION PROCESS

**Filing Deadline | April 21, 2023**

To apply for this exciting career opportunity, please send a compelling cover letter and your detailed resume electronically to [apply@bobhallandassociates.com](mailto:apply@bobhallandassociates.com).



Please contact Bob Hall at (714) 309-9104 should you have any questions regarding this position or the recruitment process.

Application materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include phone interviews with the most qualified candidates, panel interviews, and final interviews with the hiring department. Appointment is subject to completion of a thorough background and reference checks, and pre-employment medical exam.

## BENEFITS

**Salary - \$ 125,811.53 - \$ 152,924.72 Annually**

**Schedule** - The City operates on a "4/10" work schedule.

**Retirement** - The City of Placentia participates in CalPERS and does not participate in Social Security.

- Classic Members - 2% @ 60 defined retirement plan. Employee membership contribution is 7%.
- New Members/PEPRA - 2% @ 62 defined retirement plan. Employee membership contribution is 6.75%.

**Health Insurance** - The City provides up to \$1,877 per month to purchase health insurance for employee and dependents through the CalPERS Health Benefits program. Alternatively, there is a \$400 medical opt out payment for employees who are insured outside the City's insurance coverage.

**Telecommunications Allowance** - \$75 a month.

**Educational Incentive Pay** - 2% for Associates, 4% for Bachelors, and 6% for Masters Degree.

**Dental & Vision Insurance** - Fully paid plan for dental and vision insurance for employee and dependents.

**Life Insurance** - Fully paid life insurance policy equal to annual salary. Additional life insurance available at employee's expense.

**Disability Insurance** - Fully paid short-term and long-term disability insurance policies.

**Bilingual Pay** - An additional pay of \$175 per month.

**Flexible Spending Account** - Employees may contribute to a Section 125 Flexible Spending Account voluntarily.

**Deferred Compensation 457 (b) Plan** - Employees may contribute to a deferred compensation plan voluntarily.

**Holidays** - 13 paid holidays per year.

**Personal Time Off (Vacation Leave)** - 80 hours per year; increases to 120 hours after 3 years of service.

**Alternative Health & Wellness (Sick Leave)** - 96 hours per year; this program includes an incentive of up to \$1,250 per fiscal year.

**Management Leave** - Up to 80 hours per year, dependent upon assignment and director discretion. Allotment prorated for new employees.

**Holiday Closure** - City Hall is closed annually for two weeks between Christmas and New Year's Day (City paid time off varies per year and benefit group); City provided upto fifty-two (52) hours of leave during the 2022-2023 holiday closure.