



The City of
SAN CLEMENTE
California



invites applications for the position of
SENIOR CIVIL ENGINEER
(Assigned to Traffic)

RECRUITING SERVICES PROVIDED BY



THE COMMUNITY

The beautiful southern California community of San Clemente has 4.7 miles of stunning beaches and great surf that draw visitors on a year-round basis. The city is a family-oriented community of more than 65,500 residents and encompasses 18.5 square miles. The most southern city in Orange County, San Clemente is located midway between Los Angeles and San Diego, just north of the undeveloped lands of Camp Pendleton.

As San Clemente has grown in population, it has held steadfast to its heritage as the Spanish Village by the Sea. What was once a small residential village tied to its historical setting as an outpost along El Camino Real, San Clemente has matured into a diverse, full-service suburban community.

With its natural beauty and outstanding amenities, San Clemente maintains an exceptional quality of life for its vibrant and engaged citizenry. The city offers a unique blend of community events, performing arts, recreational activities, award-winning schools, and excellent business opportunities. Listed in the Top 100 Safest Cities, San Clemente enjoys quality public safety as well as parks and recreation services. San Clemente provides its residents and visitors with a variety of retail shopping experiences and services; including the historic, pedestrian-friendly downtown, Avenida Del Mar, along with the Pier Bowl area that is part of a picturesque city-maintained beach trail.

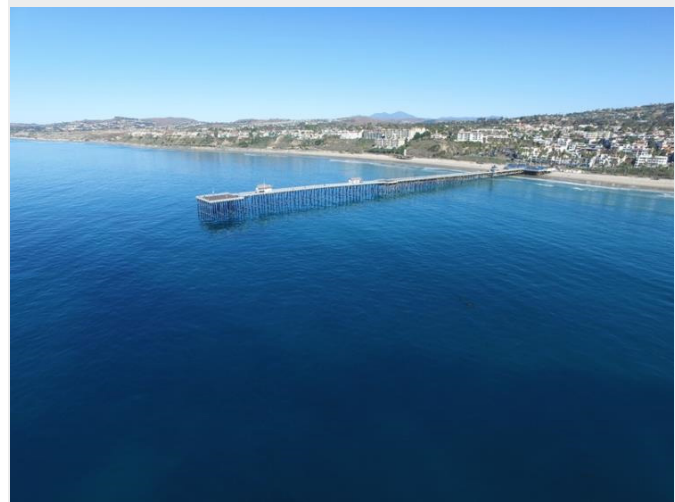
While San Clemente reflects a relaxed beach environment and atmosphere, there is also a culture of strong civic awareness. San Clemente residents are bright and highly involved, which leads to an enhanced sense of community, and a higher standard for development, historic preservation, and urban design.

With its world-renowned surf breaks, San Clemente is also a premier surfing destination. This coastal jewel has family-friendly beaches, a network of pedestrian and bicycle trails, rugged hills and canyons, clean air, and a mild Mediterranean climate that enhances the community's distinctive seaside lifestyle.

CITY GOVERNMENT

The City of San Clemente operates under a City Council/City Manager form of government. The City Council consists of five members, elected at-large, for four year overlapping terms of office. Non-partisan City elections are held in November of even-numbered years for Council Members. The City Council acts as the legislative body, to set policy, approve the budget, pass local laws which are incorporated into the Municipal Code, and to give direction on matters concerning the City.

The City Departments include the City Clerk, Beaches, Parks & Recreation, Community Development, Finance & Administrative Services, Public Works and Utilities. The City contracts police and fire services with the Orange County Sheriff's Department and Orange County Fire Authority.



THE POSITION

Under direction from the City Engineer, the Senior Civil Engineer performs complex professional engineering work involving traffic engineering; to prepare engineering plans and specifications; to act as a project manager on assigned projects; and to perform a variety of technical tasks relative to assigned areas of responsibility.

QUALIFICATIONS

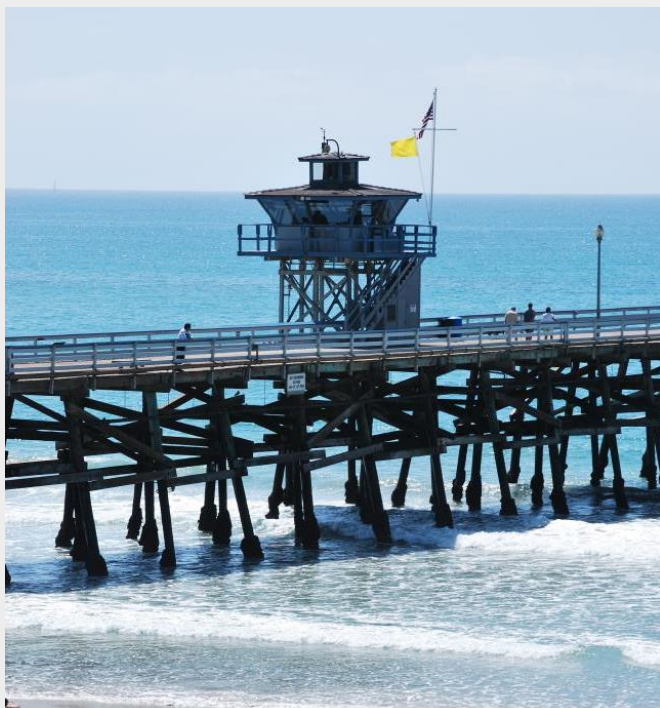
EXPERIENCE: Five years of increasingly responsible Civil Engineering or Traffic Engineering experience, including one year of lead supervisory responsibility.

EDUCATION: Equivalent to a Bachelors degree from an accredited college or university with major course work in Civil Engineering, Traffic Engineering or a related field.

LICENSE/CERTIFICATION: Possession of an appropriate, valid Certificate of Registration as a California Traffic Engineer (T.E), or as a Professional Traffic Operations Engineer (PTOE) or the ability to obtain such registration within six (6) months of hire. Registration as a Professional Civil Engineer (P.E.) in the State of California is not required but is desirable.

DUTIES

- Coordinate and conduct a variety of engineering traffic studies; analyze and evaluate traffic accident data; maintain traffic counts and prepare speed surveys; administer the Traffic Circulation Model; set priorities for improvements.
- Collaborate and confer with developers; review and evaluate traffic plans; determine impact to traffic in the City; recommend modifications or approve, as appropriate.
- Administer the Pavement Management System Program; prioritize street improvement projects.
- Review City street improvement plans; prepare grant applications; ensure compliance with established guidelines.
- Coordinate with other departments and divisions regarding traffic plans; review all traffic reports; make recommendations.
- Perform complex professional civil engineering functions on either land development engineering projects or traffic engineering projects; review the scope of work; perform engineering calculations to evaluate costs.
- Serve as project manager on multiple large and complex engineering projects; administer consultant and construction contractor contracts; review work to ensure compliance with specifications; recommend change orders; maintain records and process budgetary expenditures.
- Prepare requests for proposals for design projects; prepare specifications, cost estimates and contracts; coordinate the bidding and contract acceptance process; participate in the selection of consultants; prepare and present staff reports to the Council and other Boards and Commissions, as necessary.
- Provide information and support to developers, builders, contractors and the general public pertaining to City engineering policies and procedures.
- Exercise professional engineering judgment in accordance with currently accepted practices of civil engineering or traffic engineering, and appropriate laws and codes.
- Prepare engineering designs, specifications, costs and quantity estimates for public work projects; obtain required easements or permits.
- Prepare and/or review the adequacy and accuracy of computations, preliminary layout and design work from field and survey data.



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.

A strong background and history of proven success in delivering CIP projects in a timely manner is paramount. Experience working in transportation and development is a must. Experience with projects in the Coastal Zone is highly desirable.

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 as the Senior Civil Engineer will give presentations and answer questions at City Council and Planning Commission meetings.

APPLICATION AND SELECTION PROCESS

First Review Date | May 6, 2022

To apply for this exciting career opportunity, please send a compelling cover letter and your detailed resume electronically to 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 Public Works Director. Appointment is subject to completion of a thorough background and reference checks, and pre-employment medical exam.

BENEFITS

SALARY RANGE - \$112,528.00 - \$136,760.00 Annually; increase of base salary by .25% effective July 1, 2022 plus a one-time non-pensionable payment of \$2,750 on July 1, 2022; increase of 1% effective July 1, 2023. Class and compensation study to be completed in Fiscal Year 2022-23.

ONBOARDING BONUS - \$2,000 non-PERSable payment upon completion of the first 2 full weeks of employment.

FLEXIBLE WORK SCHEDULE - Most positions work a 9/80 work schedule.

HOLIDAYS - The City presently recognizes 12 regular holidays, plus two floating holidays.

VACATION - Employees accumulate vacation at the rate of 120 hours per year increasing to a maximum of 180 hours based on years of service.

ADMINISTRATIVE LEAVE - Employees in this position are granted 64 hours per year.

SICK LEAVE - Accrual of 8 hours per month.

INSURANCE - The City provides a comprehensive benefit package including employee medical, dental, vision, short-term, and long-term disability insurance.

LIFE INSURANCE - Value equal to two times annual earnings up to a maximum of \$200,000.

DEFERRED COMPENSATION - Employees may defer up the IRS permitted annual maximum

FLEXIBLE SPENDING ACCOUNT - Employees may participate in either or both of the Health Care or Dependent Care programs.

EMPLOYEE ASSISTANCE PROGRAM - The City offers full-time employees and their dependents an EAP program which provides a variety of professional services.

ON-SITE FITNESS CENTER - No fee fitness center with state of the art equipment for employee use at City Hall.

RETIREMENT - The City of San Clemente is a member of the California Public Employees' Retirement System (CalPERS), and is subject to the Public Employees' Pension Reform Act (PEPRA). Classic Member: 2% @ 55 CalPERS Retirement Plan Employee contribution: 7% (of the 7% employee contribution). PEPRA New Member: 2% @ 62 CalPERS Retirement Plan Employee Contribution Amount: 6.75%. The City is also a member of the Social Security system.