

**RESOLUTION R15-39**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALOS VERDES ESTATES, CALIFORNIA AMENDING RESOLUTION R15-27, PALOS VERDES MANAGEMENT-ADMINISTRATION CLASSIFICATIONS AND SALARY RESOLUTION, BY ADDING ONE FULL-TIME POSITION OF PUBLIC WORKS/CITY ENGINEER DIRECTOR**

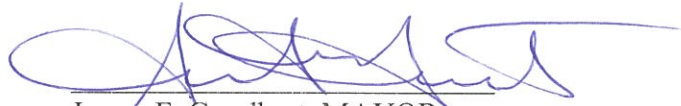
THE CITY COUNCIL OF THE CITY OF PALOS VERDES ESTATES, CALIFORNIA RESOLVES:

Section 1. The Management - Administration Classification and Salary Resolution R15-27 is amended by adding thereto the full-time classification of "Director of Public Works/City Engineer". The job specification for this classification shall be described in the job description attached to this resolution. A person holding a position in this classification shall be compensated within the following monthly salary range:

\$10,038 - \$12,200

Section 2. The City Clerk shall certify to the passage and adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED on this 27<sup>th</sup> day of october, 2015.



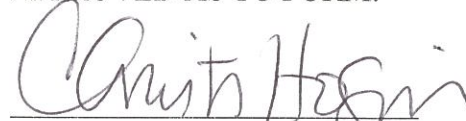
James F. Goodhart, MAYOR

ATTEST:



Vickie Kroneberger, CITY CLERK

APPROVED AS TO FORM:



Christi Hogin, CITY ATTORNEY

**CITY OF PALOS VERDES ESTATES  
JOB DESCRIPTION**

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**JOB TITLE: DIRECTOR OF PUBLIC WORKS/CITY ENGINEER**

**Department: Public Works & Engineering Department**

**FLSA Status: Exempt**

**Designation: Executive Management**

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**Definition**

The Director of Public Works/City Engineer, working under direction of the City Manager, or the City Manager's designee, plans, coordinates, manages, administers and oversees the activities, operations, staff and contracts of the Public Works Department, including street maintenance services, facility maintenance, traffic safety, refuse collection and municipal engineering services.

**Duties**

The Public Works/City Engineer Director performs the following duties which may include, but are not limited to:

- Develops, oversees and participates in the review and management of the Capital Improvement Plan, ensuring consistency with the City's General Plan and other planning documents and schedules.
- Administers, assembles, plans, and manages the City's entire Capital Improvement Program including Building Facilities, Streets and Transportation, Storm Drains, Sewer, and municipal separate storm sewer systems (MS4).
- Plans, manages, coordinates and evaluates Engineering design and construction engineering work, including utilities and rights-of-way engineering.
- Prepares, reviews, and approves engineering plans, specifications, and contract documents related to private development construction and capital improvement projects and provides advance master plan for the City's development.
- Administers engineering construction contracts and private plan check contracts for private development; ensures that development standards are consistent with project applications and the City's environmental policies and requirements.
- Plans, directs, supervises and assigns work to assigned support staff.
- Selects, trains, supervises, and evaluates the work of professional and technical staff and consultants; recommends disciplinary actions as needed.
- Participates in the development of the Public Works/Engineering budget and makes recommendations regarding staff, equipment, and capital projects; monitors actual expenditures for compliance with plans.

- Develops, plans and implements action on adopted policies from the Traffic Safety Committee and City Council and contained in such documents as the City's Circulation Element and the Southern California Association of Government's Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS).
- Serves as lead staff to the Traffic Safety Committee.
- Reviews, approves, and signs City Tract & Parcel Maps, Certificates of Compliance and other documents per the Subdivision Map Act.
- Attends meetings, study sessions, and workshops involving various commissions, ad-hoc committees, and the City Council; presents testimony and recommendations on civil engineering issues and works with community groups to understand concerns.
- Represents the City on regional and state technical and engineering committees.
- Monitors State and Federal legislation related to contemporary public works issues and applies for grants administered by regional, federal and state agencies.
- Administers environmental quality standards and programs associated with FEMA floodplain administration, NPDES, and water quality compliance.
- Evaluates current practices and policies and recommends appropriate changes and updates.
- Establishes annual performance objectives for the Public Works Department and ensures their attainment.
- Prepares public information on practices and policies.
- Prepares and presents staff reports and other necessary correspondence.
- Performs related work as needed.

### **Qualifications**

#### **Knowledge:**

- Theories, principles, practices, standards, methods and techniques of civil engineering;
- Development, evaluation and approval practices of engineering plans and specifications related to streets, sewers, storm drains, water mains and other public works projects and plan review of private development projects;
- FEMA, NPDES, WQMP, and other environmental compliance programs; construction, financing and legal requirements associated with civil engineering and public works projects;
- Principles of employee supervision and evaluation; public works inspection practices; environmental regulations and standards; contract administration practices.

#### **Ability:**

- To plan, organize, coordinate and manage design and construction engineering services as they pertain to for public construction, utilities, capital improvements projects and the review and approval of private development projects;
- To participate in selecting, training, supervision and evaluation of technical and field personnel and contract personnel;

- To analyze engineering plans, specifications and proposals and public works projects and private development proposals for technical feasibility, safety, best practices and public acceptability;
- To communicate effectively, both orally or in writing; prepare and present administrative reports and staff recommendations;
- To establish and maintain effective working relationships with staff, supervision, management, executives, consultants, contractors, developers, governmental officials, and public and private representatives.

### **Experience and Education:**

Any equivalent combination of training, education, and experience, which provides the individual with the required knowledge, skills and abilities to perform the job. To include:

- Bachelor's degree from an accredited four-year college or university with a major in Civil Engineering or a related field is required.
- College-level course work or certification in the principles of project management, systems engineering and employee supervision is preferred.
- Ten years of progressively responsible professional and project management experience involving civil engineering work and the design, administration, and inspection of public works construction projects and rights-of-ways, and the plan review of private development projects is required.

### **Licenses, Certificates; Special Requirements:**

- Ability to obtain a valid Class C California Driver's License, acceptable driving record, and evidence of insurance.
- Possession of a valid certificate of registration as a Professional Civil Engineer issued by the California State Board of Registration for Civil Engineers.

### **Physical Requirements:**

Moderate; Typical office setting with prolong periods of sitting; may require some driving to different locations. Require vision (which may be corrected) to read small print. General use of standard office equipment, including a computer and computer screen for extended periods of time. Intermittently twist to reach office equipment; bend, squat and kneel when filing; walk and stand when operating office equipment; write or use a keyboard to communicate through written means; hear and talk with the public; file papers and reports. May lift, load, push, or pull up to 25 pounds. Ability to hear and speak to communicate in person or over the telephone. Must be able to handle stressful situations.

*The City of Palos Verdes Estates is an Equal Opportunity Employer. This job description includes a list of ADA essential job duties performed by the classification. Duties cannot include, and are not intended to include, every possible task performed by each individual employee assigned in this classification. Palos Verdes Estates will provide reasonable accommodations to qualified individuals with disabilities, in compliance with the Americans with Disabilities Act, and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

*This position is required to annually complete and file the California State Form 700 (Statement of Economic Interest Disclosure).*

STATE OF CALIFORNIA )  
COUNTY OF LOS ANGELES ) SS:  
CITY OF PALOS VERDES ESTATES )

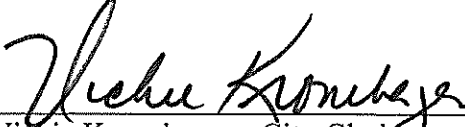
I, Vickie Kroneberger, City Clerk for the City of Palos Verdes Estates, California, do hereby certify that the foregoing Resolution **R15-39** was duly and regularly approved and adopted by the City Council of the City of Palos Verdes Estates at its regular meeting of the City Council on the 27th day of October, 2015, by the following vote:

AYES: COUNCILMEMBERS: Goodhart, King, Peterson, Rea, Vandever

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None

RECUSED: COUNCILMEMBER: None

  
Vickie Kroneberger, City Clerk