



City of Camarillo

601 Carmen Drive • P.O. Box 248 • Camarillo, CA 93011-0248

Employment Opportunity

SENIOR CIVIL ENGINEER
SALARY: \$8,166 – \$11,015/mo

DEFINITION: Prepares and evaluates requests for proposals relating to projects requiring contract engineering work; participates in the reviewing and selection of consultants; reviews plans and other documents prepared by consulting/engineering firms and evaluates their performance; ensures plan check comments are in accordance with engineering practices and City requirements advises regarding construction contract modifications and negotiates contract changes. Oversees and participates in reviewing preliminary plans for future projects as necessary. Oversees and participates in preparing designs and specifications for assigned projects in streets, lighting, storm drainage, right-of-way, sewers, water, traffic, landscape, structures, and related areas; develops engineering drawings, construction plans, specifications, contract documents, bid documents, calculations, and cost estimates for proposed projects; researches project design requirements; prepares estimates of time and material costs. Initiates and conducts engineering studies to identify public works, road, drainage, traffic, right-of-way, structures, wastewater and water facility needs; revises design and construction standards to improve methods, procedures and practices. Serves as resident engineer for complex projects during construction; conducts or oversees field inspections of construction sites to monitor progress and ensure conformance to engineering plans, specifications, and construction and safety standards; meets with contractors to resolve items of non-compliance; negotiates change orders; makes corrections or revisions to plans and provides input on conditions of approval; reviews and approves pay estimates; prepares project close-out documents. Participates in preparing the 5-year capital improvement program for City Council approval. Oversees and participates in performing survey work; prepares and reviews survey notes and calculations. Prepares and reviews legal descriptions and maps. Participates in acquiring permits from regulatory agencies and acquiring state and federal funding.

EDUCATION/QUALIFICATIONS: A Bachelor's degree from an accredited college or university with major course work in civil engineering or related field. Five years of increasingly responsible professional engineering experience including one year of administrative and/or lead supervisory experience. Possession of a valid California driver's license at a level appropriate to the equipment operated. Possession of a State of California Certificate of Registration as a Professional Engineer.

KNOWLEDGE/SKILLS: A qualified applicant must have working knowledge of the operations, services, and activities of a municipal engineering design and construction program. Modern and complex principles and practices of civil engineering. Methods and techniques used in the preparation of related public works project designs and related plans, specifications, cost estimates and reports. Mathematical principles as applied to civil engineering work. A qualified applicant must have the ability to supervise, organize, and review the work of staff. Independently perform the most difficult engineering duties involved in the design, development and construction management of a variety of engineering projects. Interpret, explain, and enforce department policies and procedures. Coordinate and monitor the work of consultants and/or contractors performing engineer activities. Serve as the project manager on one or more complex projects. Prepare, review, interpret, analyze, and modify engineering plans, drawings, specifications, contract documents, and engineering reports for conformance to professional standards and approved budgets. Perform engineering computations and calculations. Analyze and evaluate design drawings and specifications. Prepare and manage project budgets. Negotiate with citizens, property owners, businesses and other agencies. Maintain detailed project management records and documentation. Prepare clear and concise administrative and technical reports.

RECRUITMENT SCHEDULE: City application and supplemental questionnaire must be received by:
5:00 P.M. FRIDAY, APRIL 13, 2018

APPLICATION PROCEDURE: To be considered for this position, please submit City application and supplemental questionnaire to: Human Resources, City of Camarillo, 601 Carmen Drive, Camarillo, CA 93010 or send via email to employment@cityofcamarillo.org

Please visit www.cityofcamarillo.org for recruitment material. To have an application mailed, please call (805) 383-5633 (leave message). We do not accept faxes or postmarks after the recruitment has closed.

SCREENING PROCESS: Applications and supplements will be screened and only those candidates best suited to the needs of the City will be invited to continue in the recruitment process. Post offer physical including drug testing, fingerprinting and credit check for some positions required. All applicants meeting the minimum qualifications are not guaranteed advancement through subsequent phases of the recruitment process. A full job description is available on City of Camarillo website.

City of Camarillo

The City of Camarillo, a community of 69,924 situated in a fertile agricultural plain near the coast of Southern California, blends rural and urban features into one unique and appealing lifestyle.

Incorporated in 1964, Camarillo has evolved into a thriving city that today is very much like its founders envisioned, dedicated to preserving its Spanish land grant heritage without sacrificing the economic growth that is vital to the city's continued existence.

The balanced approach to development and preservation is carefully maintained by the City's officials, who work closely with local businesses, residents and community leaders to ensure that the qualities which make Camarillo so attractive today are not overlooked in the competition for new development tomorrow.

We invite you to "Discover Camarillo" by exploring the pages of our web site and to see for yourself why we think Camarillo is a great place to live, work and play!

Employee Benefits

- **Retirement** – All regular employees are enrolled in CalPERS. "Classic" members: 2% @ 55; City pays the employee contribution. "PEPRA" members: 2% @ 62; employee contributes 6.75% of salary.
- **Social Security** – The City does not participate in Social Security. Receiving a CalPERS benefit may affect your Social Security upon retirement. For further information contact a Social Security office or www.socialsecurity.gov/form1945.
- **Medicare** – Employees hired after April 1, 1986 are required to contribute 1.45% of earnings, with an equal amount paid by the City.
- **Defined Contribution** – The City contributes 7% of employee's gross salary to a 401a Plan.
- **Deferred Compensation** – Employees have the option to contribute to a 457 Plan up to the maximum allowed by law.
- **Health Insurance** – The City contributes \$133 per month towards a selection of plans. Health insurance is effective the first of the month after date of hire.
- **Flex Benefit/Cafeteria Plan** – \$1,319 monthly, which may be applied toward health insurance premiums. Unused money may be taken as cash, payable twice a month.
- **Dental/Vision Insurance** – City pays premium for employees and dependents. Dental/Vision insurance is effective the first of the month after date of hire.
- **Life Insurance** – City-paid term life insurance equal to the employee's annual salary, plus \$5,000, rounded up to next \$5,000 and dependent life insurance of \$2,000 per dependent, is provided.
- **Short/Long Term Disability** – City pays premium for employees. Eligibility period: 0 days for injury/hospitalization or 7 days for an illness.
- **Retirement Health Savings (RHS) Plan** – Specified employee groups are mandated to participate in the RHS Plan.
- **Holidays** – 11 days (88 hours) plus 3 floating holidays (24 hours) per year.
- **Management Leave** – Executive and mid-management exempt employees receive 32-80 hours per year.
- **Vacation** – Vacation is determined by number of years of service. (0-4 years = 80 hrs; 5-9 years = 120 hrs; 10-14 years = 160 hrs; 15+ years = 168-200 hrs). Employees are eligible to use vacation after 6 months of employment.
- **Sick Leave** – 96 hours per year.
- **Comprehensive Annual Leave (CAL)** – Sanitary District Only. Combined vacation, sick and floating holiday leaves. (0-4 yrs = 160 hrs; 5-9 yrs = 200 hrs; 10-14 yrs = 240 hrs; 15+ yrs = 248-288 hrs)

Benefits listed may not reflect all benefits offered. Not all benefits apply to all positions. Regular, part-time employees receive pro-rated benefits. Additional information is available by contacting Human Resources.

Equal Opportunity Employer

The City of Camarillo is an Equal Opportunity Employer and welcomes applications from all qualified applicants. We do not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, medical condition or disability.

Individuals with disabilities requiring reasonable accommodation in the recruitment process must inform the Human Resources Department in writing no later than the closing date.

The provisions of this flier do not constitute a contract, expressed or implied, and any provisions contained in this flier may be modified or revoked without notice.