

Peckham & McKenney
All about fit



Senior Civil Engineer
CITY OF RANCHO PALOS VERDES, CA
PUBLIC WORKS DEPARTMENT

**PECKHAM
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EXECUTIVE SEARCH

THE COMMUNITY

Situated atop the hills and bluffs of the Palos Verdes Peninsula in Los Angeles County, the City of Rancho Palos Verdes is a contract city that has maintained its low-tax, low density, semi-rural environment. The City enjoys expansive views of the Pacific Ocean and Los Angeles basin. Residents enjoy 7.5 miles of Pacific coastline, the 1,400-acre Palos Verdes Nature Preserve, and hundreds more acres of open space.

Located within the City's 13.6 square miles are a number of historic landmarks and points of interest, including Wayfarers Chapel designed by Lloyd Wright and the Point Vicente Lighthouse. The City's Point Vicente Interpretative Center offers spectacular whale-watching opportunities from December through April, and the City hosts a number of community events throughout the year. Rancho Palos Verdes is also home to Trump National Golf Club and Terranea Resort.

Residents of Rancho Palos Verdes are able to take advantage of excellent educational opportunities in the area. The City is part of the Palos Verdes Peninsula Unified School District, which includes Palos Verdes Peninsula and Palos Verdes High Schools, both of which are recognized for their outstanding academic programs; and has Marymount California University, a private liberal arts institution and popular higher education choice, located within the city.

Rancho Palos Verdes' diverse and active population of approximately 43,000 enjoys all the benefits of a bedroom community with a beautiful seaside location.

THE ORGANIZATION

Rancho Palos Verdes is a California General Law City and has operated under a Council/Manager form of government since its incorporation in 1973. Policy-making and legislative authority are vested in the City Council, which consists of five members elected at large on a nonpartisan basis, including the City Council-designated Mayor and Mayor Pro Tem. Council members are elected to four-year staggered terms with two or three Council members elected every two years. The City Council is responsible for making policy, passing ordinances, adopting the budget, appointing committees, and hiring the City Manager and contract City Attorney.

The City Manager is responsible for carrying out the policies and directives of the City Council, enforcing ordinances, and overseeing day-to-day operations. The Rancho Palos Verdes City Manager is Douglas Willmore, who has served in this capacity since 2015.



The City retains a staff of 62 full-time employees and approximately 29 part-time recreation employees. Many City services are provided by contracted outside agencies and vendors. Departments within the City include Administration, Finance, City Clerk, Community Development, Recreation and Parks, and Public Works. A Deputy City Manager oversees the areas of Information Technology, Human Resources, and Public Safety. Police and fire services are provided by Los Angeles County, and vendor contracts are awarded for public facility and right-of-way maintenance. The City Council contracts with an outside law firm for City Attorney services and issues franchise agreements to commercial providers for solid waste, electric, water, and gas services.

The City of Rancho Palos Verdes is fortunate to have a number of volunteer advisory committees including the Emergency Preparedness Committee, Finance Advisory Committee, Infrastructure Management Advisory Committee, Preserve Advisory Committee, Traffic Safety Committee, and Water Quality & Flood Protection Oversight Committee, and the Planning Commission.

THE DEPARTMENT

The Public Works Department is responsible for a wide variety of activities, including leadership of the City's infrastructure and environmental programs and the planning, development and maintenance of public buildings, parks, trails, roads, street trees, storm drains, and sanitary sewers. The Department has 17 outstanding staff members in the areas of Administration, Engineering, Maintenance, Permitting and Resident Services. The Department also works extensively with citizen committees appointed by the City Council.

Recognizing the need for preventative maintenance and repairs to preserve City facilities and infrastructure as well as to increase services to the public, the City Council has conscientiously funded many ongoing and future capital projects. The Public Works Department has been actively involved in projects relating to storm drain and drainage improvements, water quality, beautification, street rehabilitation, parks and trailheads, City facilities, and sidewalk repair. Portuguese Bend is one of the most active landslides in the world, and the City is continuing efforts to address this concern as well.

THE POSITION

This position works within the Public Works Department of Rancho Palos Verdes. The Department is committed to exceptional customer service and delivering quality capital improvement projects that satisfy the needs of the community.

The Senior Civil Engineer position will work in a team-oriented professional environment, which requires a strong work ethic and superior interpersonal skills to foster effective working relationships with citizens, business owners,

community leaders, city staff and other public/private agencies. This position also requires the ability to interpret, explain and apply Federal, State and local regulations. The Senior Civil Engineer also serves as a project manager for professional and complex engineering activities including compliance, design, construction, traffic and transportation and will perform related work as required. The Candidate will present information to the City council and various commissions, committees and boards; regularly attend Planning Commission meetings and serve as staff Liaison to the Traffic Safety Committee; perform a variety of public relations and outreach related to assigned activities; and other additional tasks and duties as assigned.

Candidates for this position must possess the equivalent to graduation at an accredited four-year college or university with major coursework in civil engineering, or a related engineering field and five (5) years of responsible experience in civil engineering and/or traffic engineering. Candidates must also possess and maintain a valid certificate of registration as a Professional Civil Engineer in the State of California.

THE COMPENSATION

The salary range for the Senior Civil Engineer is \$97,866 - \$127,088 and appointment within the range will be dependent upon the qualifications and experience of the selected candidate. The City of Rancho Palos Verdes also offers the following benefits.

RETIREMENT: California PERS 2% @ 60 for employees with continuing PERS employment (classic members) and 2% @ 62 for new PERS members. Final compensation is determined by the three-year average option. Employee pays employee contribution in full on a pre-tax basis. Classic PERS members will contribute 7% and new members will contribute 50% of normal cost (currently 6.25%). The City shall match employee contributions up to \$60 per month towards the City's deferred compensation program (457 plan).

HEALTH PLANS: The City has three health plans available to employees (HMO, PPO, and PPO+HSA). The City pays 100% of the cost for Employee Only coverage and 50% of the cost of dependent coverage. In addition, for the HSA plan only, the City annually contributes \$3,000 for single coverage or \$6,000 for employee and dependent coverage to HSA deductibles. Employees who show proof of medical insurance elsewhere and do not enroll in the City's health plan can receive





up to 50% of the premium cost of the least expensive health plan (currently \$336/month).

DENTAL, VISION, AND MENTAL HEALTH

PLANS: The City has two dental plans and one vision plan available to employees. The City pays 100% of the cost for “employee only” coverage and 50% of dependent cost for the dental and vision plans. The City also offers one mental health plan that is 100% City-paid.

SHORT TERM DISABILITY INSURANCE: Provided by the State of California’s Short term Disability Program and paid for by the employee.

LONG- TERM DISABILITY INSURANCE: City paid.

LIFE INSURANCE:

City-paid policy of 2 times annual salary up to \$350,000.

VACATION LEAVE: Annual accrual ranges from 80

to 160 hours, based upon years of service. Maximum accrual is limited to 2 times annual accrual hours. Vacation leave cash-out option available after 12 months of service.

ADMINISTRATIVE LEAVE: Up to 62 hours per fiscal year at the discretion of the City Manager. Unused hours may not be rolled over into the next fiscal year.

SICK LEAVE: Accrued at the rate of 8 hours for each full calendar month of service.

WELLNESS LEAVE: 4.5 hours can be earned for not using sick leave for 10 consecutive week periods. Maximum accrual of 9 hours.

HOLIDAYS: Paid holidays include Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday following, the Winter Holiday Break (December 24 through January 1), and one floating holiday annually.

Other benefits offered by the City of Rancho Palos Verdes include deferred compensation plan, tuition reimbursement, and flexible spending plans for health care and dependent care.



SEARCH SCHEDULE

- Filing DeadlineOctober 9, 2017
- Preliminary Interviews
.....October 11 through October 20, 2017
- Recommendation of CandidatesOctober 26, 2017
- Finalist Interview Process..... November 7, 2017

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please send your resume and cover letter electronically to:

Peckham & McKenney
apply@peckhamandmckenney.com

Resumes are acknowledged within two business days. Please do not hesitate to contact Phil McKenney toll-free at (866) 912-1919 if you have any questions regarding this position or recruitment process.



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