



**CITY OF FORTUNA
EMPLOYMENT OPPORTUNITY**

**For
Public Works Director/City Engineer
Full-time, with benefits.**

SALARY:	\$89,312 - \$108,662 per year
APPLICATION:	Submit Cover Letter, Resume and Required Application Form to: Attention: Human Resources City of Fortuna 621 11th Street, P. O. Box 545 Fortuna, CA 95540
FINAL FILING DATE:	Resumes and required application must be received by 4:00 pm on Friday, April 26, 2019

The purpose of this job description is to define the general character and scope of responsibilities for persons occupying this job classification. It is not intended to describe or list every duty or task for this classification.

DEFINITION: Under the administrative direction of the City Manager, to plan, organize, direct, and review the functions and activities of the City's Public Works Department and Engineering Department to perform a wide variety of functions, and complex engineering assignments, to plan, and administer the development, maintenance and repair of City facilities, parks, trails, open spaces, and roads; be responsible for the design and inspection of Public Work projects, to review and approve subdivision development plans, direct staff and advises the City Manager on public works related matters; and perform related work as required.

DISTINGUISHING CHARACTERISTICS: This is a full-time, management class position responsible for the functions of Public Works and Engineering. Work is done under the administrative direction of the City Manager with extensive latitude granted for the exercise of independent judgment and initiative. Work is typically performed in a general office environment and treatment plant environment with frequent work outdoors, which may include work in inclement weather.

SPECIAL CHARACTERISTICS

- This is an "At Will" position. Employment may be terminated by either the employee or the City at any time, with or without cause.
This position is classified as FLSA exempt under the Executive (Managerial/Supervisory) Exemption

JOB REQUIREMENTS

- Possession of a current and valid certificate of registration as a Civil Engineer for California issued by the State Board of Registration for Civil Engineers.
- Maintain a valid California Driver's License throughout employment. Incumbent will participate in the DMV "Pull Program".
- In order to drive a City vehicle or use a personal vehicle for City business, incumbent must be at least 18 years of age.
- In addition to other City requirements, any offer of employment for Public Works Director is conditional upon the candidate's successful completion of a background check.

EXAMPLES OF DUTIES:

- Plan, organize, direct, and coordinate the Public Works functions and programs, including equipment, facilities, sewer collection, water distribution, storm drainage, streets, water treatment, wastewater treatment, project management and construction inspections;
- Responsible for the supervision and training of department staff;
- Work with the Community Development Department in the long range planning and implementation of capital improvement projects and infrastructure development;
- Direct the preparation of and prepare engineering estimates, plans, designs, and specifications for public works projects.
- Solve complex engineering problems, using a variety of engineering techniques
- Perform construction inspection as a resident engineer
- Traffic engineering methods and regulations.
- Principles and practices of surveying and construction inspection, including applicable laws and safety requirements.
- Technical report writing
- Oversee the establishment and implementation of goals for Public Work operations and services;
- Contract administration and project management.
- Conduct street and utility condition surveys to establish project priorities;
- Develop and implement employee safety training program;

- Prepare personnel evaluations for department staff and address disciplinary actions;
- Work with other government agencies concerned with City public works functions;
- Develop and execute the City's Capital Improvement Program;
- Perform a variety of analytical studies and prepare reports;
- Ensure compliance with, and accurate and timely reporting for current and future regulations from various federal, state, and local agencies;
- Attend City Council meetings to provide consultation on Public Works projects and functions;
- Respond to public inquiries and complaints;
- Formulate, implement, and evaluate department policies and operating procedures;
- Coordinate department operations with other City functions;
- Provide design input, contract administration, project management, construction inspection, and other services to complete the mission and functions of the department;
- Plan, implement and direct assigned projects, including the ADA access plan, Storm Water Management Plan, and solid waste recycling programs for the City.
- Other duties as required

DESIRABLE QUALIFICATIONS

Knowledge of:

- Safe work practices
- Principles of leadership, management, supervision, and training
- Operation and maintenance of water and sewer systems
- Maintenance of streets and roads systems
- Maintenance of drainage systems
- Grant writing and development
- Construction management and inspection
- Design and Construction of streets, water, sewer and drainage facilities
- Technical, legal, financial, regulatory and public relations programs involved in the operation of a municipal public works department
- Laws, rules, ordinances, and regulations affecting municipal public works functions and operations
- Work safety methods and regulations
- Budget preparation and expenditure control
- Project development and administration
- Development and maintenance of parks, buildings, and community facilities.
- Community organizations.

And Ability to:

- Plan, organize, direct, and coordinate the Public Works functions of the City
- Provide supervision and training for Public Works staff
- Formulate, evaluate, and make recommendations on policies and procedures affecting the provision of Public Works services
- Prepare comprehensive and concise technical reports
- Make effective public speaking presentations
- Prepare and administer the Department budget
- Effectively represent the Public Works Department with individuals, contractors, developers, community organizations, and other governmental bodies concerned with public works functions
- Establish and maintain cooperative working relationships
- Prepare and execute the Capital Improvement Program
- Manage and inspect construction contracts
- Operate an office computer and a variety of word processing and software applications
- Provide supervision, training, and work evaluation for assigned staff
- Prepare budget requests and control expenditures
- Develop data, research methods and organize information for presentations
- Oversee the development and preparation of comprehensive studies and reports
- Establish and maintain effective working relationships
- Communicate effectively with others, both orally and in writing, using both technical and non-technical language
- Understand and follow oral and/or written instructions, policies and procedures
- Prepare and present accurate and reliable reports containing findings and recommendations

- Perform a wide variety of duties and responsibilities with accuracy and speed under pressure of deadlines and changing priorities
- Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Act with integrity, ingenuity and inventiveness in the performance of assigned tasks

And Education and Experience:

Bachelor’s degree in related field is required. Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be eight (8) years of increasingly responsible work experience in public works and utilities maintenance, construction, and implementation, including at least five (5) years in a supervisory or management capacity. Wastewater Treatment Plant Operator and Water Distribution/Treatment certifications and a MPA are desirable.

ESSENTIAL PHYSICAL ABILITIES

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in their assigned work environment, including where applicable the operation of motorized vehicles and equipment

EMPLOYEE BENEFITS

Salary	Appointment is normally made at the first rate shown on the announcement. Eligibility for advancement will normally occur after one year. Thereafter employees are eligible for step increases annually.
Retirement	The City is a member of the Public Employees Retirement System (PERS). The City currently has 3 tiers of PERS retirement. The 1 st tier applies to members employed prior to March 1, 2012. The 2 nd tier applies to current employees hired after March 1, 2012 and previous (Classic) PERS members with a break in service of less than 6 months hired after January 1, 2013. The 3 rd tier is the State mandated retirement formula effective January 1, 2013, which applies to New PERS members and previous members with a break in service greater than 6 months. Miscellaneous: <u>Tier 2: PERS CLASSIC MEMBERS (2% at 55, 3 highest years)</u> - The current 7% employee contribution is paid by the employee. <u>Tier 3: NEW PERS MEMBERS or PREVIOUS PERS MEMBERS WITH A BREAK IN SERVICE OF 6 CALENDAR MONTHS OR GREATER (2% @ 62, 3 highest years)</u> – The 6.25% employee contribution is paid by the employee. For the 2% @ 62 formulas the employee contribution will change each fiscal year to be at least 50% of the normal cost rate as determined by PERS.
Insurance:	The City makes a substantial contribution towards medical, dental, optical and life insurance for employees and their families. Current medical coverage is through Anthem Blue Cross with a \$250 annual deductible (up to \$750 for family), and a \$25 copay. Vision insurance is through VSP and dental insurance is through Delta Dental. For FY 2018-2019, the maximum employee contribution for full coverage for employee only is \$81.16 per month, employee + 1 is \$140.12 per month, and employee + two (or more) is \$193.00 per month. A variety of supplemental insurance coverages are also available through AFLAC
Assistance Program:	This program is provided at no cost to employees and includes counseling for family matters and substance abuse, and assistance with legal and financial issues.
Deferred Comp:	ICMA, VALIC, and CalPERS deferred compensation plans are available to employees choosing to participate.
Vacation:	Two weeks after one year; three weeks after six years and four weeks after eleven years.
Holidays:	Twelve paid holidays annually.
Sick Leave:	Accrual at the rate of eight hours per month
Other Benefits	To encourage Employees to reside within 20 miles of Fortuna, a residency incentive is given to eligible FEA employees. Children of City employees are eligible to participate in certain City-sponsored recreation activities at no cost while employee is at work, including public skating, Holiday Recreation Programs and the Summer Fun program.
Although benefits have been reported as accurately as possible, there has been no warranty of complete benefit summary intended. All information provided is subject to the actual terms of the legal documents that control benefit programs.	

EQUAL OPPORTUNITY

The City of Fortuna's policy is to promote equal employment opportunity to all without regard to sex, age, race, color, religious creed, national origin, ancestry, political affiliation, marital status, disability, or other non-merit factors.

REASONABLE ACCOMMODATION FOR THE DISABLED

The City of Fortuna makes reasonable accommodation for the disabled. Individuals with disabilities requiring any accommodation in order to participate in the testing process must inform the City Manager's Office of the City of Fortuna in writing no later than the final filing date as stated on the job announcement. Also, those applicants needing such accommodations may be required to document this request including an explanation as to the type and extent of accommodations, as well as documentation from a qualified authority of the requirements needed to participate in the selection process.

IMMIGRATION LAW

In accordance with the Immigration Reform Act of 1986, the City must verify once an employment offer has been made, that all persons have written proof of their right to work in the United States. Therefore, acceptable proof of right to work must be submitted prior to the start date.

THE COMMUNITY

Fortuna is a small rural community of just over 11,800 population, located 20 miles south of Eureka and 250 miles north of San Francisco. Eight miles inland from the Pacific Ocean and adjacent to the scenic Eel River, Fortuna is in the heart of the Redwoods offering quality rural living with outstanding outdoor recreation activity year around. The City has an excellent primary and secondary educational system; College of the Redwoods, a community college, is located 8 miles north and Humboldt State University is 30 miles north. Basic industries are timber, fishing and tourism with a growing service industry including a full-service hospital.

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. ANY PROVISION CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED



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EXAMPLES OF DUTIES: Plans, organizes, directs, and coordinates the Public Works functions and programs of the City, including equipment, facilities, sewer collection, water distribution, storm drainage, streets, water treatment, wastewater treatment, project management and construction inspections; Responsible for the supervision and training of department staff; Works with the Community Development Department in the long range planning and implementation of capital improvement projects and infrastructure development; Oversees the establishment and implementation of goals for Public Works Department operations and services; Contract administration and project management. Conducts street and utility condition surveys to establish project priorities; Works with other government agencies concerned with City public works functions; Develops and executes the City's Capital Improvement Program; Performs a variety of analytical studies and prepares reports; Attends City Council meetings to provide consultation on Public Works projects and functions; Other duties as required

Obtain required application and complete job description from

City of Fortuna, 621 11th Street, Fortuna, CA 95540 (707) 725-7600 Or www.friendlyfortuna.com

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