City of Brawley

NOW HIRING

Public Works Director/City Engineer & Deputy Public Works Director

The City of Brawley is seeking two energetic and highly qualified professionals to lead our public works team and oversee critical City infrastructure. Must be committed to the principles of public service and able to effectively direct 40 full-time staff. Areas of oversight include: 15 MGD water treatment plant, 5 MGD wastewater plant, streets and utilities, fleet maintenance, engineering, contracted solid waste and street sweeping services.

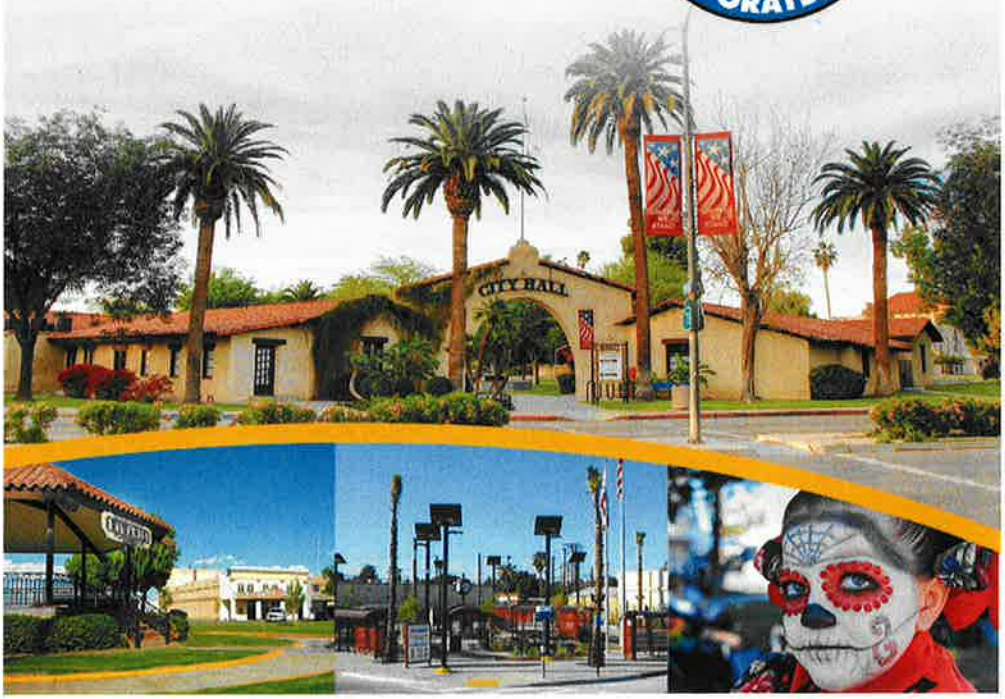
The City of Brawley is located in southeastern California's Imperial Valley. We are a city of 25,000 residents who value quality of life. Brawley is a warm and inviting, family-oriented place to live and work.

To learn more about this position and about the City of Brawley, visit our website at **www.brawley-ca.gov**.

DOWNLOAD THE APPLICATION TODAY!

CITY OF BRAWLEY · INCORPORATED 1908 ·

Open until filled.
Applications are confidential.



CITY OF BRAWLEY

JOB ANNOUNCEMENT

DEPARTMENT: Public Works

POSITION: Public Works Director/City Engineer

SALARY: $120,000 - $130,000/year
Contract Position

EXAM TYPE: N/A

DUTIES: See job description

QUALIFICATIONS:

Training and Experience – Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these abilities and knowledge would be:

Degree from accredited college or university in civil engineering or related field and a minimum of five years increasingly responsible and varied experience involving the design, construction, maintenance, or operation of public works projects and activities. This experience should show proven leadership capabilities supervising/directing the work of professional and sub-professional personnel.

Licenses/Certificates – Registration as a Professional Engineer in Civil Engineering is required. Professional Land Surveyor certification issued by the State of California Board for Professional Engineers and Land Surveyors is desired. A valid Class C driver's license is also required.

APPLY TO: Personnel – City Administration Offices
383 Main Street
Brawley, CA 92227
(760) 351-3057

APPLY BY: Open until filled
(Posted 01/06/2017)

CITY OF BRAWLEY
PUBLIC WORKS DIRECTOR/CITY ENGINEER

DEFINITION:

Under general direction, this position manages, supervisors and directs the Public Works and Engineering activities of the City. Public Works activities include: (1) maintenance and operation of water and wastewater treatment plants; (2) maintenance of streets, water and sewerage systems; (3) solid waste operation; (4) vehicle maintenance; (5) airport operations; (6) animal control; and (7) related work as required.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

Specifically, the position performs a variety of simple to complex tasks and related work as required including, but not limited to the following:

General

- Advises the City Manager and Council on pending matters and issues affecting the department.
- In cooperation with the Personnel Officer, directs the training and development of departmental personnel and reviews and/or makes evaluations of employee performance.
- Helps in the selection process and/or recommends the selection of personnel and administers disciplinary actions.
- Coordinates the work of the department with the work of other departments and/or public agencies.
- Prepares budget estimates and work programs and administers the departmental budget.
- Represents the city in City Council, community, and other agency meetings.
- Supervises the maintenance of files and records of departmental activities.

Public Works

- Manages, supervises, and directs the department staff.
- Plans, organizes, directs, coordinates, and controls the activities of the various divisions of the department.
- Makes special studies of public works problems and projects and makes recommendations.
- Oversees maintenance and operations of Water and Wastewater Treatment Plants.

Engineering

- Manages, supervises and directs the department staff.
- Plans, organizes, directs, coordinates, and performs professional engineering work in the design, construction and maintenance of streets, water and sewerage facilities, drainage structures, sidewalks, airport facilities, and other improvements.
- Prepares and maintains ten-year Capital Improvement Program.
- Applies for federal and state grants for street, colonia areas, and airport projects.
- Prepares the necessary documents to select consultants for Public Works Projects and other professional services.
- Prepares and implements contracts for city's consultants.
- Administers state and federal grant programs.
- Manages and directs consultants' performance.
- Reviews and recommends payment request from consultants and contractors.

- Oversees construction management and inspection services provided by consultants.
- Reviews and approves tentative and final maps for new subdivisions.

DESIRABLE QUALIFICATIONS:

Knowledge of – Engineering principles and practices as applied to the field of public works including planning and development, design, construction, operation, and maintenance; methods of preparing specifications, estimates, reports, and recommendations relating to municipal and proposed public works facilities; principles and practices of organization, administration, budget, and personnel management.

Ability to – Organize, direct, and coordinate the work of a number of divisions engaged in varied technical and maintenance activities; prepare and/or review the preparation of plans and specifications for streets, sewer and storm drain systems, and other public works projects; prepare comprehensive and complex technical reports; communicate clearly overall and in writing; develop and maintain effective working relationships with subordinates, public commissions and organizations, City officials, and other governmental agencies; and select, supervise, train, motivate, and evaluate staff.

Training and Experience – Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these abilities and knowledge would be:

> Degree from accredited college or university in civil engineering or related field and a minimum of five years increasingly responsible and varied experience involving the design, construction, maintenance, or operation of public works projects and activities. This experience should show proven leadership capabilities supervising/directing the work of professional and sub-professional personnel.

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WORKING CONDITIONS

ENVIRONMENT/PHYSICAL DEMANDS: This position is primarily administrative in nature, working indoors a majority (up to 80%) of the time. Completes tasks such as reading and reviewing reports, papers and other documents; writes reports, papers, correspondence and other documents. This portion of the job will require acute mental skills, a lengthy attention span, and involves intermittently sitting (approximately 50% of the time), walking (20%), and standing (25%). Work requires a high degree of manual skill, the ability to hear, focus on close work, and the use of hands and fingers. Interaction with co-workers is an everyday occurrence and requires the ability to direct, negotiate, and mediate. The ability to properly operate or use the following equipment is necessary for this position: Telephone, personal computer and associated software, fax machine, photocopy machines, calculator, and other office equipment; personal or City vehicle.