



**THE CITY OF LARKSPUR INVITES APPLICATIONS FOR  
THE POSITION OF  
SENIOR ENGINEER**

**4-YEAR LIMITED TERM**

**\$8,979– \$11,461 per month**

**Plus an excellent benefits package**

**THE POSITION**

Reporting to the Director of Public Works, the Senior Engineer will serve as a leading member of the City's Engineering Division. The Engineering Division oversees a robust Capital Improvement Program (CIP), which in 2018/19 is anticipated to include a five-year \$25M street repaving program and a four-year \$30M bridge replacement project. Other current CIP projects include downtown ADA and crosswalk improvements, a Storm Drain Master Plan, and park improvements including a new dog park. In addition, the City's Engineering Division has partnered with TAM on several significant regional projects including East Sir Francis Drake improvements and the North-South Greenway.

This position will play a lead role in development and implementation of the City's CIP and review and approval of private projects and is anticipated to be a key member of the bridge replacement project team. The Senior Engineer will provide direct supervision to professional and technical engineering staff, manage consultants, and serve as Acting Public Works Director/City Engineer in the Public Works Director/City Engineer's absence. The Senior Engineer will regularly serve as the representative of the City at public meetings and at meetings of regional agencies. The position calls for the exercise of a high degree of initiative, technical proficiency, and judgment. This is a full-time FLSA exempt at-will position for a four-year limited term.

**THE IDEAL CANDIDATE**

The ideal candidate will hold registration as a Professional Engineer issued by the State of California and will possess at least ten years of increasingly responsible experience as a professional engineer, including significant supervisory and administrative responsibilities; demonstrated skill in managing capital improvement projects and private projects. The ideal candidate will possess all of the following: honed leadership skills; the ability to interact effectively with elected officials, community members, local leaders, and City staff; excellent supervision and mentorship skills; strong oral and written communication skills; excellent judgment. The ideal candidate will have experience working on projects that necessitated cooperation and coordination with other regional agencies including neighboring jurisdictions, congestion management agencies, permitting agencies and Caltrans. Furthermore, the ideal candidate will have significant experience with Caltrans Local Assistance and/or Federal funding sources and experience in bridge and road construction.

**REPORTING TO THE DIRECTOR OF PUBLIC WORKS/CITY ENGINEER THE SELECTED CANDIDATE WILL:**

- Provide direct supervision to professional and technical engineering staff; participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
- Participate in the development and implementation of goals, objectives, policies and priorities related the Engineering Division.
- Participate in the preparation and administration of the division budget; submit budget recommendations; monitor expenditures.
- Assist in planning, organizing, evaluating and participating in the functions and activities of the Engineering Division including design, plan review, capital improvement projects, private projects, utility projects, encroachment permits, and various studies and plans, including associated public engagement.
- Assist City Engineer in planning of work schedules and project assignments.
- Assist in resolving work problems and interpret routine administrative policies to subordinates, other departments, consultants, contractors and the public.
- Assist in coordinating Division activities with Maintenance Division and those of other departments and outside agencies and organizations.
- Prepare Requests for Proposals/ Qualifications for various non-construction contracts (consultants); evaluate, select contractor, negotiate and manage contracts for same.

Capital Improvement Projects:

- Calculate the quantity, quality and cost of materials; troubleshoot and resolve design problems and vet implementation options through to a final design.
- Perform/ oversee the development of Plans, Specifications and Estimates for Capital projects for public bidding.
- Coordinate or perform the construction inspection and management of capital improvement projects, including coordination of utility relocations; ensure conformance with contract plans, specifications and applicable codes; perform final inspections.
- Prepare change orders, authorize payments, monitor budgets and ensure all phases of construction meet contract specifications.

Private Projects:

- Administer, design, review and inspect all major private projects; ensure compliance with codes and local regulations.
- Prepare and file deeds, maps and legal descriptions.
- Provide technical assistance to Planning Division staff and the Planning Commission.
- Respond to requests for environmental reviews on all private land development.
- Provide information to the public; respond to and resolve citizen inquiries and complaints.
- Perform related duties and responsibilities as required.

**REQUIREMENTS:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Ten years of increasingly responsible professional civil engineering experience including at least two years of lead supervisory responsibility.

- Possession of: a Bachelor's Degree in Civil Engineering or a closely related field;
- Possession of registration as a Professional Engineer issued by the State of California; and
- Possess a valid Class C California Driver's License.

#### **SELECTION PROCESS:**

It is important to complete all required application materials. All applications will be screened for completeness and possession of minimum qualifications. Qualified applications will be reviewed in detail to identify the most qualified candidates to interview. It is anticipated that the successful candidate will begin employment as soon as possible.

#### **APPLICATION PROCEDURE:**

To be considered for this exciting opportunity, candidates should complete an online application and the required Supplemental Questionnaire through [CalOpps.org](http://CalOpps.org). Additionally, applications must have an attached resume and cover letter/letter of interest in the position in CalOpps for the application to be considered complete. Please search for City of Larkspur on CalOpps, or follow the link below directly to our CalOpps page: <https://www.calopps.org/ViewAgencyJob.cfm?ID=26617>

**Open Until Filled**  
**Next filing June 15, 2018 at 12:00 am**

**All required applications materials must be submitted and received by the final filing date.** Inquiries may be directed to Deborah Muchmore at [dmuchmore@rgs.ca.gov](mailto:dmuchmore@rgs.ca.gov). The City of Larkspur is not responsible for failure of Internet forms or e-mail in submitting your application. **NOTE: A comprehensive job description can be found on the City of Larkspur's website.**

#### **BENEFITS OVERVIEW:**

- Significant City contributions to medical and dental coverage for employees and eligible dependents.
- CalPERS defined benefit retirement, 2.0% @ 55 formula for current members and new members hired prior to 12/31/12; 2.0% at 62 for new members hired after 12/31/12. The employee is responsible for payment of the employee share of the pension cost.
- Vision care expense reimbursement for employees.
- Paid vacation, holiday and sick leave.
- Deferred compensation, flexible spending accounts, and credit union membership available to employees.
- City-paid EAP, long-term disability and life insurance.

#### **ABOUT THE COMMUNITY OF LARKSPUR:**

The City of Larkspur is a full-service municipality. We are located in the heart of Marin County, nine miles north of San Francisco, at the base of beautiful Mount Tamalpais. The city has a mix of commercial, residential and industrial uses. The residential population is approximately 12,000. Larkspur has a wonderful historic downtown, with shops and nationally recognized cafes and restaurants. A mix of lovely homes, condominiums and apartments are situated in the surrounding hills and along the Corte Madera Creek. Attractive shopping centers provide services and amenities for our residents and visitors. The Larkspur Ferry whisks commuters across the bay to Downtown San Francisco.

Larkspur is a close-knit community with a well-educated population. Residents are actively involved in important local decisions about quality of life issues and the future direction of their city. The City Council encourages a high level of interaction between its citizenry and city government so that important issues are

thoroughly discussed.

***Accommodation:*** *Candidates with a disability who may require special assistance in any phase of the application or selection process should advise Human Resources by emailing [dmuchmore@rgs.ca.gov](mailto:dmuchmore@rgs.ca.gov), upon submittal of application.*

**THE CITY OF LARKSPUR IS AN EQUAL OPPORTUNITY EMPLOYER**

