

City of West Hollywood
invites applications for

CITY ENGINEER/ ENGINEERING MANAGER

\$144,802 to \$190,578 Annually



The City

The City of West Hollywood

is like no other city in the world. Located in the heart of metropolitan Los Angeles, the city was incorporated in 1984. At only 1.9 square miles, West Hollywood is a robust economic and cultural center instilled with idealism, creativity, and innovation. A spirit of community activism and civic pride thrives in West Hollywood.



The City of West Hollywood offers an engaging and positive workplace setting that embraces people from diverse backgrounds and encourages creativity. Our employees choose careers at the City of West Hollywood for many reasons. Some like being associated with an award winning and innovative public agency that has remained dedicated to providing services to those in need of support. Others are drawn to the endless opportunities for professional growth, meaningful work and the City's commitment to its Core Values.



The Division

The Engineering Division

provides many of the basic services that affect the daily lives of those who live and work in the City of West Hollywood. The Division is primarily responsible for the administration, planning, maintenance, construction management and technical engineering of the City's public right of way infrastructure. It also provides oversight for the maintenance of the City's sewers and coordinates with the utility companies that serve our residents. The Division is responsible for the City's Capital Improvement Program for the public right of way.





The Position

Under general direction of the Director of Public Works, the City Engineer works as a strategic member of the Management Team and provides leadership, planning, organizing and direction to the Engineering Division. The City Engineer/Engineering Manager is expected to be innovative, strategic and solutions-oriented. This position plans and directs various civil engineering projects, including: preparing and approving plans, specifications and designs; estimating costs and reviewing construction and capital improvement bids.

The City Engineer provides technical expertise with regard to municipal engineering – and therefore takes the lead on related items that potentially impact the City. This position will provide updates to the City Manager’s Department and may make presentations to various groups, Executive City staff and elected officials. Furthermore, this position directs the work of seven dedicated Engineering staff members and carries out managerial responsibility, which includes developing trainings, appraising performance and coaching employees.

The Ideal Candidate

The City Engineer is expected to possess the technical expertise to develop and interpret ordinances, review plans and bids, and make informed recommendations. It is equally paramount that the incumbent have solid interpersonal skills and demonstrated successful customer service experience. Additionally, problem solving and organizational management skills are critical for success in this position. The ideal candidate has a high degree of integrity and record of successful supervisory experience.

The Qualifications

- **EDUCATION**
Bachelor’s degree from an accredited four-year college or university in a related field; and five to seven years of progressively responsible related experience; or any combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential functions of the job.
- **LICENSES & CERTIFICATIONS**
Registration as a Professional Civil Engineer in California
Valid California Driver’s License
- A full job description detailing essential and important job functions for this position is available on the City’s website at www.weho.org.

Benefits/Salary Info

- **COMPENSATION:** The salary for this position is within an established annual range of \$144,802 to \$190,578 and will be dependent upon the qualifications and experience of the selected candidate.

The City of West Hollywood offers an excellent benefits package that includes:

- **RETIREMENT:** California Public Employees' Retirement System (CalPERS). Retirement formula based on appointment date and membership status with CalPERS, e.g. 2.7% @ 55 (single highest year) or 2% @ 62 (average of three highest years)
- **HEALTH PLAN:** City-paid health, dental, and vision insurance
- **DEFERRED COMPENSATION:** City contribution of \$150.00 per month.
- **RETIREE HEALTH SAVINGS:** City contribution of \$100.00 per month.
- **PAID LEAVES**
Vacation: 116 hours the first year, 156 hours years 2 through 9, increasing to 196 hours after 10 years of service.
Holidays: 10 paid City holidays and 9 hours of floating holiday leave.
Administrative Leave of up to 12 hours per month.
- **DISABILITY INSURANCE:** 66-2/3% of salary to a cap of \$5,000 per month, after a 30-day elimination period.
- **LIFE INSURANCE:** Equal to 1.5 times your annual salary plus \$20,000.
- **TUITION REIMBURSEMENT**
- **OPTIONAL BENEFITS:** AFLAC, Long-Term Care, Supplemental Life Insurance, Pre-Paid Legal Services, Flexible Benefit Plan for medical reimbursement and dependent care assistance and cash out of Vacation and Administrative Leave.

To Apply For This Position

APPLICATIONS ARE DUE January 15, 2018 at 5:00 PM

Applicants must submit a completed online City job application and supplemental questions by the filing deadline. To apply and view additional job information please visit www.weho.org/services/employment. If you are unable to submit your application materials online you may contact (323) 848-6860. AA/EOE. The City of West Hollywood is an equal opportunity employer. The City provides equal employment opportunities (EEO) and prohibits harassment and discrimination in employment because of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, mental and physical disability, medical condition, genetic information, military and veteran status, age and pregnancy. If you have questions or need special accommodations with the recruitment process please contact: Seantea Stewart at (323) 848-6365 or [sstewart@weho.org](mailto:ss Stewart@weho.org).



City of West Hollywood
California 1984