

Peckham & McKenney
“All about fit”



PECKHAM
&
MCKENNEY
EXECUTIVE SEARCH

**Engineering Manager/
City Engineer**
CITY OF WEST HOLLYWOOD, CALIFORNIA

THE COMMUNITY

The City of West Hollywood is like no other city in the world. Located in the heart of metropolitan Los Angeles and only 1.9 square miles, the City of West Hollywood was incorporated in 1984 by a unique collaboration of people including lesbian, gay, bisexual, and transgender activists; seniors; and advocates for affordable housing. West Hollywood is an international destination with a diverse population. The City 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 for many of its approximately 36,500 residents.

The City of West Hollywood has a strong progressive voice, is a leader among communities, and is filled with rich history. The City prides itself on strong core values: Respect and Support for People; Responsiveness to the Public; Idealism, Creativity and Innovation; Quality of Residential Life; Promotion of Economic Development; Public Safety; and Responsibility for the Environment – as well as being proactive in responding to the needs of its diverse community.

With its iconic destinations such as The Sunset Strip, Historic Route 66, and LGBT+ entertainment area, West Hollywood is host to 1.5 million visitors annually from all over the globe. West Hollywood has over 20 hotels, many of which offer luxury world-class accommodations. Dining is available at more than 260 restaurants and bars. As a home of the Pacific Design Center (PDC) and the surrounding West Hollywood Design District, West Hollywood is also acknowledged as the West Coast's center of interior design. Residents and visitors can also shop at more than 280 clothing and jewelry stores, 30 art galleries, and participate in an eclectic and ever-evolving nightlife.

For more information about the City of West Hollywood, please visit www.weho.org.

THE ORGANIZATION

The City of West Hollywood operates under a Council/Manager form of government. The City is known as a progressive and stable organization with high professional standards for excellence, customer service, ethics, fiscal responsibility, and a commitment to sustaining best practices. West Hollywood has 249 full-time equivalent

positions, a fiscal year 2021-22 \$163.5 million operating budget, and a \$10 million budget for capital improvements. The five-member City Council is elected at-large, and annually appoints one of its members to serve as Mayor for a 1 year term. City programs and services are provided by approximately two-dozen Divisions within the Departments: Administrative Services, City Manager, Communications, Community Services, Economic Development, Facilities and Recreation Services, Finance and Technology Services, Human Services and Rent Stabilization, Planning & Development Services, Public Works, and Public Safety. The Engineering Manager/City Engineer reports to the Public Works Director who oversees a budget of \$24.8 million comprised of a total of 32.5 full time equivalent positions for in-house and contract code compliance, parking and engineering services and programs.

The Engineering Division provides services that benefit the daily lives of everyone who lives, works, and visits the City of West Hollywood. Primarily, the Division is responsible for the administration, planning, maintenance, construction management and technical engineering of the City's infrastructure. More specifically, the Engineering Division:

- Provides preliminary engineering, design engineering, construction inspection and management services for the City's public works projects.
- Oversees the maintenance of the City's streets and sewers.
- Coordinates with utility companies.
- Has responsibility for the City's Capital Improvement Program, development review, sanitation services, traffic and roadway lighting.
- Reviews plans, inspects drainage, and evaluates roadway infrastructure for all new and redeveloped properties.

Capital improvement projects under the Engineering Division in fiscal year 2021-22 totals approximately \$5.5 million.



THE POSITION

The Engineering Manager/City Engineer oversees the Civil Engineering and Traffic Engineering groups comprised of a total of 9 professionals. The successful candidate will additionally work closely with regional agencies to ensure the coordination of infrastructure and ongoing capital funding. Through leadership of the Division and working in



the team, the Engineering Manager/City Engineer has the management functions of budgeting and fiscal responsibility, personnel, report preparation, making presentations, facilitating meetings, ensuring permits are processed efficiently, and for on-time completion of projects. Major projects include undergrounding of utilities, and sidewalk and urban design improvements.

The successful candidate for Engineering Manager/City Engineer will bring professionalism, supervision, experience, knowledge, and a collaborative approach to managing and completing the City's capital improvement projects. The Engineering Manager/City Engineer will be articulate and confident in making presentations and communicating with elected and appointed officials, City staff, business leaders, and residents.

The position of Engineering Manager/City Engineer requires an individual who

is effective at visioning and anticipating issues, consensus-building, planning and project management, budgeting and fiscal responsibility, and engineering analyses. The successful candidate is a team player, politically intuitive and sensitive, a problem-solver, attentive to timelines, and effective in training and educating personnel.

The successful candidate will:

- Possess strong ethics, openness, honesty, and responsiveness.
- Be attuned to the nuances of factors that affect process and decisions.
- Motivate and mentor long term and new Division staff.
- Thrive in a team-oriented and collaborative environment.
- Serve as the subject matter expert.
- Embrace working with the community on issues.
- Be organized and mission / goal focused to maintain schedules and complete projects on time.
- Recognize the importance of the City's past and current identity for developing policies and completing long-range planning for the future.
- Lead presentations to residents, commissions, the business community, and other groups, as well as represent the City at meetings.
- Possess experience obtaining and managing CDBG & Transportation Grants, Measure M, Prop C, Gas Tax and Infrastructure Assessments.
- Understand the implications of decisions and manage risk related matters.
- Work with the City Attorney and California Joint Powers Insurance Authority on liability matters.
- Oversee management, consultant and contractor agreements.

- Work effectively with developers.

Requirements include 5 to 7 years of progressively responsible experience, a Bachelor's degree from an accredited 4 year college or university in a Civil Engineering or related field, or a combination of education, training and experience that provides the knowledge, skills and abilities to perform the duties of the position. Registration as a Professional Civil Engineer in California and a valid California Driver's License are also required.

The annual salary range for this position is \$159,075 to \$209,364, and offer will be made depending upon the qualifications of the selected candidate. In addition, the City offers the following comprehensive benefits:

Retirement

CalPERS 2.7% @ 55 (single highest year) for classic members (employee pays pre-tax contribution of 8%) or 2% @ 62 (average of three highest years) for new members under the Public Employee Pension Reform Act (PEPRA) (6.75% employee contribution). The City does not participate in Social Security.



Modified Work Schedule

City provides for a hybrid of office/home working during the pandemic. The work schedule consists of eight 9 hour days, one 8 hour day, and one day off in a 2 week period. Under a typical 9/80 arrangement, employees work four 9 hour days, followed by an 8 hour workday that is split into two 4 hour periods.

Health Plan

City paid medical, dental, vision insurance.

Allowances

City will pay a monthly cell phone/technology stipend of \$75.

Deferred Compensation

Employees will be enrolled in a 401(a) Deferred Compensation Plan funded by a City contribution (\$150 per month) and an optional employee contribution. Employee can also set up employee contribution toward a 457 Deferred Compensation plan. Annual limits are dictated by the IRS. This retirement savings plan allows employees to save funds on a tax free basis for retirement.

Retiree Health Savings (RHS)

Employees will be enrolled in an RHS Plan funded by a City contribution (\$100



SEARCH SCHEDULE

Filing Deadline:November 26, 2021

Preliminary Interviews:November 29 – December 10, 2021

Recommendation of Candidates:December 16, 2021

Finalist Interview Process:January 6 and 7, 2022

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

per month). This plan provides funds for medical expenses in retirement.

Paid Leaves

- **VACATION:** 116 hours the first year of service, 156 hours years 2 through 9, increasing to 196 hours after 10 years of service.
- **SICK LEAVE:** 96 hours per year.
- **HOLIDAYS:** 10 City paid holidays and 9 hours of floating holiday leave.
- **ADMINISTRATIVE LEAVE:** 12 hours per month.

Disability Insurance

66 2/3% of salary to cap of \$3,077 per week.

Life Insurance

Equal to 1.5 times of annual salary plus \$20,000.

Tuition Reimbursement

Tuition will be reimbursed at 100 % of the fee schedule for the University of California for job-related courses approved by the Department Director.

Optional Benefits

AFLAC, Supplemental Life Insurance, prepaid Legal Services, Flexible Benefit Plan for medical reimbursement and dependent care assistance and cash out of accrued Vacation and Administrative Leaves.



THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please submit your cover letter and resume (including month/year of employment) via our website:

Peckham & McKenney
www.peckhamandmckenney.com

Resumes are acknowledged within two business days. Contact Anton “Tony” Dahlerbruch at (310) 567-1554 or (866) 912-1919 if you have any questions regarding this position or the recruitment process.



www.peckhamandmckenney.com