



# City of Hollister

Human Resources

327 Fifth Street

Hollister, CA 95023

INVITES APPLICATIONS FOR:

ENGINEERING MANAGER/CITY ENGINEER

Salary: DOQ/DOE

**Final Filing Date: Friday, September 8, 2017 by 4:30 p.m.**

---

This is an open recruitment. Qualified candidates from the public and qualified Career City Employees are encouraged to apply. The current vacant position is in the Development Services Department/Engineering Division. **The Engineering Manager/City Engineer is an "At Will" position and serves at the pleasure of the City Manager.**

**Position:** To plan, direct, organize and review the activities of the Engineering Division; to assist with engineering, planning implementation and maintenance of City facilities and land development; to provide highly responsible professional and technical staff assistance to and as assigned by, the Development Services Director.

**Qualifications:** Any combination of education and experience that provides the required technical and managerial skills and abilities as defined and specified under the position description.

**Education and Experience:** Equivalent to a Bachelor's Degree from an accredited College or University with major course work in Civil Engineering or a closely related field with at least five years of experience in engineering and three years of administrative and supervisory responsibility.

**Physical and Other Requirements:** Applicant must be at least twenty-one years of age and must possess the strength and physical ability to perform the essential functions and duties of the position, to include the ability to effectively manage the full range of duties and responsibilities if the City's Engineering Division in a field environment.

**License & Certificate:** Possession of an appropriate, valid California driver's license is required.

Possession of a current registration as a Professional Civil Engineer in the State of California as certified by the Board for Professional Engineers and Land Surveyors in the State of California.

Possession of a valid California Land Surveyor License issued by the California Board of Registration for Professional Engineers and Land Surveyors is desired (A Certificate of Registration as a Civil Engineer issued by the California Board of Registration for Professional Engineers and Land Surveyors prior to January 1st, 1982 satisfies this requirement).

**Examples of Duties:** Participates in the development and implementation of goals, objectives, policies, procedures, and priorities for the Engineering Division, the City of Hollister and related activities. Manages, directs and supervises all city engineering activities including design, engineering, development, transportation, and construction management; meets with managerial and supervisory personnel to monitor engineering project work and initiate budget review. Resolves work problems and interprets administrative policies to subordinates, other departments, and the public. Determines the scope of engineering projects, reviews plans of private engineers, reviews and designs engineering drawings, initiates technical engineering decisions, and establishes technical criteria and standards. Attends and participates in meetings and conferences with city boards, commissions, the City Council, department administrators, public officials, and professional organizations. Interfaces with County, Regional, and State agencies regarding matters relating to areas of assigned responsibilities. Supervises and participates in the preparation and administration of the City's Capital Improvement Program and Budget Engineering Section's operating budget. Prepares a variety of reports, correspondence and special studies. Responds to difficult citizen inquiries and complaints. Selects, trains, and evaluates personnel; establishes and monitors employee performance objectives; prepares and presents employee performance reviews; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures. Promotes and maintains safety in the work place. Performs other related duties as assigned in the capacity of both Division Manager and an essential member of the City's Management Team.

**How to Apply:** A formal City Employment Application is required at the time of filing and may be obtained from the City Hollister, Human Resources Division located at 327 Fifth Street, Hollister, CA 95023, (831) 636-4301 ext. 24. **Application must be received in the Human Resources Office no later than 4:30pm on Friday, September 8, 2017.** May download application packet at [www.hollister.ca.gov](http://www.hollister.ca.gov). Applicants may attach a resume to their completed application, but a resume cannot be accepted in lieu of an official application form. Faxed applications will not be accepted.

**Selection Process:** Candidates presenting the most desirable combination of education, experience and/or training as stated in this announcement will be invited to continue in the selection process. The selection process may require any combination of the following: application appraisal, written examination, performance test, and personal interview conducted by an outside oral panel. Following the examination process, successful candidates are placed on an employment list. Appointment will be made from the employment list. Appointed employee(s) will be required to pass a physical, drug screen, background and fingerprints.

**Post-Offer Medical Examination:** Prior to appointment, the selected candidate is required to pass a post-offer medical examination and drug screen. Candidates are not to resign or give notice to current employers until the medical exam and drug screening are successfully completed and passed. All medical records are maintained in a confidential manner.

**Equal Opportunity/Affirmative Action:** The City of Hollister does not discriminate on the basis of race, color national origin, ancestry, sex, religion, sexual orientation, age, disability, marital status, political affiliation, or any other non-merit factor. The City of Hollister encourages minorities and women to apply. The City of Hollister makes reasonable accommodations for the disabled. Individuals requiring any accommodation in order to participate in the testing process must inform the Human Resources Office in writing no later than the final filing date stated in the job announcement. Requests for accommodation should include an explanation of the type and extent of accommodations needed to participate in the selection process and/or to perform the duties of the job for which they have applied.

**Group Insurance:** Employee premiums paid by City through a cafeteria style program for medical, dental, vision, life and long term disability insurance. Employees have a choice of various medical plans offered through CalPERS Health. Generous City paid contributions are made toward dependent coverage for medical, dental and vision insurance.

**Retirement:** The City contracts with the California Public Employees Retirement System (CalPERS). The City's Retirement Formula for Classic Members as defined by the Public Employee's Pension Reform Act (PEPRA) is 2% at Age 60. All new Employees as defined by the Public Employee's Pension Reform Act (PEPRA) are subject to the CalPERS 2% @ Age 62 Retirement Formula.

**Vacation Leave:** 10 days per year, increased to 15 days per year after 3 years, increases to 20 days after 7 years, increased to 22 days after 15 years. Vacation allowance shall be increased one (1) day per year after completion of twenty (20) years of service with a maximum of twenty-five (25) days after twenty-five (25) years of service.

**Holidays:** Twelve and a half (12 ½) paid holidays per year.

**Sick Leave:** Earned at a rate of 8 hours per calendar month of service with no accrual limit.

**Administrative Leave:** Eighty (80) hours of administrative leave for unit members per fiscal year.

**IRS Flexible Spending Plan:** IRS Code, Section 125 which provides for pre-tax contributions for unreimbursed medical, insurance premiums and dependent care expenses.

**Life Insurance:** City pays \$100,000 Life & AD&D Insurance.

**Deferred Compensation:** Optional Voluntary 457/Roth Plan available.

**Other Benefits:** Education/Tuition reimbursement, Employee Assistance Program (EAP), Professional Development Incentive and credit union privileges.

***NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice.***

DATE OF NOTICE: July 21, 2017