

City of Novato is recruiting for a
SENIOR CIVIL ENGINEER



A LASTING LEGACY ... A VISION FOR THE FUTURE

The City of Novato, located in Marin County, is seeking an energetic, proactive Senior Civil Engineer to help implement the City’s Capital Improvement Program, manage flood control and water quality programs, and generally enhance economic development growth and quality of life in the community. The mission of the Public Works Department is to provide top quality programs, projects, and services through the design, construction, maintenance, and operation of public use facilities. The department dedicates itself to ensuring that residents, businesses, and visitors experience a safe, enjoyable, and healthy Novato. At the City of Novato, we hold a vision of Novato being recognized as one of the most “vibrant, desirable, and sustainable communities” in the North Bay.



●●●● THE POSITION

Under the direction of the Deputy Director of Public Works/City Engineer, the Senior Civil Engineer will plan, organize, direct and supervise technical engineering operations and staff within the Public Works Department; perform complex engineering assignments related to transportation planning, traffic engineering, capital improvements, drainage, flood control and special projects; oversee Storm Water/NPDES and Flood Control/FEMA activities; perform a variety of technical tasks relative to assigned area of responsibility; assist in the development and implementation of long range planning; administer consultant and construction contracts; and apply for State and Federal grants to fund to capital projects and programs.

Public Works has fifty-six employees spread across two divisions -- Engineering and Maintenance. The Engineering Division includes Capital Improvement Program (CIP) planning, design and construction, private development review, geographic information systems, flood control, water quality, and traffic engineering. The Maintenance Division, managed by the Maintenance Superintendent, includes maintenance of streets, signs and striping, median islands, parks and athletic fields, and city-owned buildings and equipment. The Department's annual operating budget is approximately \$6.6 million and the engineering staff oversee a CIP portfolio of projects worth nearly \$20 million.

The Senior Civil Engineer will be heavily involved in the following key initiatives in the upcoming years including:

- Novato Boulevard improvements between Diablo Avenue and Grant Avenue;
- North Redwood Boulevard Corridor Study and General Plan update;
- Hill Recreation Area Master Plan;
- Citywide Storm Drain Master Plan;
- Crosswalk Safety Enhancement Projects;
- Compliance with anticipated NPDES Trash Amendments.

●●●● THE COMMUNITY

One of the Bay Area's premier communities, Novato is located in Marin County 29 miles north of San Francisco. The second largest city in the County, Novato has a current population of about 54,000 and covers 28 square miles. Existing land use in Novato is predominately residential in the valley areas west of Highway 101 and in neighborhoods east of the freeway. Novato residents enjoy a thriving and family-oriented community with abundant educational, recreational, retail, and business opportunities. The residents are actively involved in important local decisions about quality of life issues and the future direction of their city. The community fosters a small town atmosphere due to its low population density, high amount of open space and parks, vibrant downtown, and engaged community members. With an abundance of natural beauty, a rich history, comfortable neighborhoods, a diversified economy, and a burgeoning life sciences industry, the City is well-positioned to continue to thrive into the 21st century.



SELECTION PROCESS

All application materials will be thoroughly reviewed to identify the candidates possessing the most relevant qualifications for the position. These top candidates will be invited to continue through the selection process. The examination portion of the process may consist of one or more of the following: oral interview(s), written examination, or performance test.

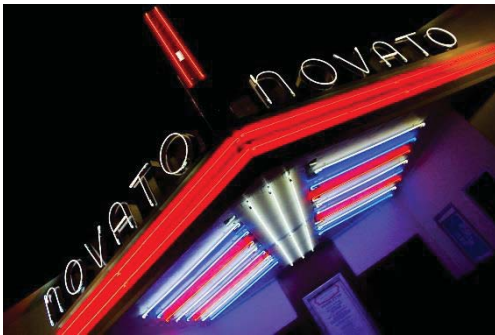
The City's actual job offer will be based on the depth and breadth of the candidates' experience and technical knowledge and skills, as well as on their ability to collaborate, communicate effectively, problem-solve, anticipate and take initiative.

APPLICATION AND RECRUITMENT SCHEDULE

To be considered for this exceptional opportunity, please apply online through the City's website or go directly to Governmentjobs.com and create an account. (Registration is free). If you have already created your GovernmentJobs.com personal account, please login and continue with the online application process.

Please remember to submit all your application materials by the closing date and time. Incomplete or applications received after the closing date and time cannot be considered. All information on the application is subject to investigation and verification.

The City is accepting complete applications until:
April 14, 2017 at 5:00 p.m.



TOTAL COMPENSATION PACKAGE

Monthly Salary Range

\$7,971 to \$9,689
3.0% COLA scheduled for:
7/1/17 & 7/1/18

Retirement Programs

CalPERS Classic 2% @ 55
CalPERS New 2.7% @ 62
Deferred Compensation Program (no City match)

Leave Accruals

Vacation - Initial: 80 hours/year;
Credit for prior public sector service.
Sick Leave - 96 hours/year
Holidays - 11 days plus 2 floating holidays

Leave Redemption

Optional employee-initiated vacation cash-out of up to 40 hours annually.

VanPool

Transportation option running from Sonoma County to City offices.
\$25 per month.

Medical Benefits

Choice of eight HMO & PPO options through CalPERS with a cafeteria plan contribution of up to \$1,775 for full family enrollment. \$250 monthly stipend in-lieu of City contribution if medical coverage through the City is declined.

Dental Benefits

Six Dental PPO & HMO options with employee-only premiums beginning at \$28.76/month (mandatory participation).

Life Insurance

\$50,000.00 life insurance policy; premium paid by City.

Long Term Disability

Optional benefit. \$1,500/mo max.
60 day wait. \$9.78/mo employee cost.

Work Schedule

9/80 work schedule with alternating Fridays off.

MINIMUM QUALIFICATIONS

Education:

The equivalent to a Bachelor's degree from an accredited college or university with major coursework in Civil Engineering or a related field.

Experience:

Five years of progressively responsible experience similar to an Associate Civil Engineer with experience related to civil engineering, drainage, transportation engineering, or a related field. One year of supervisory experience is desirable.

License and Certification:

Possession of current registration as a Professional Civil Engineer as issued by the State of California.

Possession of a valid California Driver's License and proof of automobile liability insurance.