



Closing Date: 7/28/21

Principal Engineer

Definition

Under general direction, manages, plans, schedules, assigns, and reviews the work of professional engineering staff within the Engineering Division of the Public Works Department; serves as the primary engineer for development-related needs including civil, storm water, grading, reviews, facilitates reviews of other engineering applications such as mergers and lot line adjustments, serves as project manager for complex professional engineering activities including environmental program planning and compliance, design, construction, land development engineering, traffic engineering, and other programs; ensures that functions meet all applicable laws, regulations, and Town policies related to the Town's Capital Improvement Program (CIP), land development, and traffic and transportation; provides complex staff assistance to the Public Works Director/Town Engineer in areas of expertise; and performs related work as required.

Supervision Received and Exercised

Receives general direction from the Public Works Director/Town Engineer. Exercises direct or general supervision over professional staff.

Examples of Typical Job Functions

(Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of professional engineering staff in the Public Works Department; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Responds to and resolves various issues with residents, other department representatives, and outside agencies in a professional manner; identifies and reports findings and takes necessary corrective action.

- Monitors activities of the work unit; recommends improvements and modifications and prepares various reports on activities and projects; recommends and assists in the implementation of goals and objectives; implements policies and procedures.
- Determines and recommends staffing needs for assigned activities and projects; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
- Develops consultant requests for proposal for professional and/or construction services and participates in the bid process; evaluates proposals and recommends project award; negotiates and administers contracts after award; ensures contractor compliance with Town standards and specifications, time and budget estimates; analyzes and resolves complex problems that may arise; recommends and approves field changes as required.
- Conducts Capital Improvement Program (CIP) planning activities; provides oversight and input into conceptual designs of engineering projects; investigates and resolves problems with scope of work or cost issues of major facility upgrade and replacement projects; ensures that projects are completed on time and within budget.
- Analyzes civil engineering plan design, specifications, and consultant and staff comments in accordance with design requirements and municipal and intergovernmental standards and regulations; recommends approval or additional engineering conditions and changes.

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Basic principles and practices of budget development, administration, and accountability.

A photograph of the Town of Paradise building, a modern structure with a light green facade and several windows. The building's name and address, "Town of Paradise 5555 Skyway", are displayed in large white letters on the upper part of the facade. A blue handicapped parking sign is visible in the foreground. The sky is clear and blue.

Town of Paradise

5555 Skyway

- Principles and practices of civil engineering as applied to the planning, design, cost estimating, construction, installation, and inspection of a wide variety of municipal facilities, miscellaneous buildings and structures, and traffic and transportation systems.
- Civil and transportation engineering principles, concepts, standards, and practices associated with public works programs.
- Principles and practices of environmental impact assessment and related regulatory processes.
- Methods, materials, and techniques used in the construction of public works projects.
- Contract management practices in a public agency setting.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned functional area.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, legal descriptions, and other written materials.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Town in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Ability to:

- Assist in selecting staff, supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Conduct complex civil engineering research projects, evaluate alternatives, make sound recommendations, and prepare effective technical reports.
- Analyze and interpret engineering plans and specifications in accordance with design requirements and applicable standards and regulations.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Education and Experience

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

Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering or a related engineering field and six (6) years of project management experience in civil engineering with emphasis in public works capital improvements.

License and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession and maintenance of a Registered Professional Civil Engineer license in the State of California.

Physical Demands

- Must possess mobility to work in a standard office setting and use standard office equipment, including a computer;
- Inspect Town development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points;
- Operate a motor vehicle, and to visit various Town and meeting sites;
- Vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone.
- This is primarily a sedentary office classification although standing and walking between work areas may be required.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.
- Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.
- Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

Benefits

Benefits provided by the Town of Paradise will be pursuant to the General Employees Unit MOU for this position. Outlined below is a summary as at the time of recruitment.

- PERS Miscellaneous retirement plan (2% @60 for classic members, 2% @62 new members)
- Sick leave 8 hrs./mo.
- Vacation Leave 0-4 yrs. – 80 hrs.
5-9 yrs. – 120 hrs.
10+ yrs. – 200 hrs.
- Bereavement Leave up to 3 days each leave
- Holidays 12 days/yr.
- Floating Holidays 28 hrs./yr.
- Longevity Pay
- Medical Plan* PERS medical plan**
- Dental Plan* Met Life Dental Plan
- Vision Plan* Superior Vision Plan
- *Employees pay a portion of premium for coverage
- **Deferred Comp in lieu of medical is an option
- Short Term Disability Insurance Plan
- Long Term Disability Insurance Plan
- Life Insurance \$100,000 (for full-time and prorated thereof by standard hours).
- Deferred Comp (457) Avail. for EE Contribution
- No Social Security participation
- Gym Membership Reimbursement Benefit
- Retiree medical in accordance with PERS vesting schedule CG 22893

Important Application Information

- For a complete job description please www.townofparadise.com
- To apply for this opportunity, submit a completed [Town of Paradise Application](#) for Employment to the following address by **Wednesday, July 28, 2021 @ 5:00pm**
- Town of Paradise – Human Resources Department
Attn: Principal Engineer
5555 Skyway
Paradise, CA 95969
- Application packets must include the following:
 - [Employment Application Form](#)
 - Resume and Cover Letter

The Salary for Principal Engineer is:

\$45.65 to \$58.26 hourly
or
\$94,952 to \$121,180 annually
based on a 40-hour work week

Final Filing Date

5:00 p.m. on Wednesday, July 28, 2021.

Postmarks will not be accepted as proof of filing date

Selection Procedure

Following a review of the applications, top candidates who meet the minimum qualifications will be invited to participate in an oral board testing process. The successful candidate will be required to pass and extensive background check and pre-employment physical examination at the Town's expense, and final background review prior to appointment.

The information contained in this announcement is general in nature and does not constitute an expressed or implied contract. Employee benefits may vary with different employee bargaining units and are subject to change by mutual agreement.

The Town of Paradise is an Equal Opportunity/Affirmative Action Employer