

## CITY GOVERNMENT

The City of Riverside was incorporated in 1883 and operates under the Council-Manager form of government established by City Charter in 1953. Seven members make up the City Council, elected for four-year terms by geographically designated wards (districts). The Mayor is elected at large and serves as Presiding Officer of the Council, interprets policies and programs to the community, and serves as official head of the City for ceremonial purposes. The Mayor has a voice in all Council proceedings but votes only to break a City Council tie-vote. Members of the Council select a representative from among themselves to serve as Mayor Pro-Tempore. The City Council appoints the City Manager, City Attorney and City Clerk in conformance with the City Charter.

The City's total budget of \$653.2 million reflects a regular full time staff of approximately 2600. The City provides all traditional municipal services and also operates electric and water utilities, a municipal airport, library, and museum.

The City Manager indirectly supervises all City departments. Assistant City Managers supervise the departments of Public Utilities, Police, Public Works, Fire, General Services, Human Resources, Information Technology, Museum, Library, Community Development, Development, Airport, and Parks, Recreation and Community Services, as well as the City's financial operations.

Riverside emphasizes public participation through 17 advisory boards and commissions which review issues and make recommendations on a broad range of topics.

## APPLICATION AND SELECTION PROCESS



An Equal Opportunity Employer  
City of Riverside  
Human Resources Department  
3780 Market St., Riverside, CA 92501  
(951) 826-2241—Fax (951) 826-2552  
[www.riversideca.gov](http://www.riversideca.gov)

**Applications will be accepted until the position is filled.** To be considered, please submit a City application. Applications are available online at: [www.riversideca.gov](http://www.riversideca.gov) Please reference Job Code **714102**.

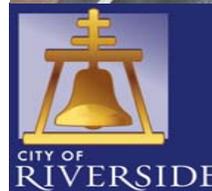
Applications will be reviewed in relation to the criteria outlined in this brochure. Applications will be screened and successful candidates may be invited to compete in an oral interview and writing exercise. Candidates meeting the minimum qualifications will be placed on an eligibility list.

***Our core values are integrity and credibility, commitment to service and action, accountability, inclusiveness and diversity, loyalty, personal growth, innovation, and teamwork.***

**The City of Riverside  
Is Seeking An Experienced And  
Dynamic Professional To Serve As**



## ENGINEERING MANAGER/PRINCIPAL ENGINEER (Non-Classified)



**Be a part of this exciting, creative, cooperative environment where you can make a difference. This is an exceptional leadership opportunity in a fast-paced, community focused organization.**

## THE POSITION

The Engineering Manager oversees the City Engineering and Traffic Engineering Divisions within the Public Works Department and reports to the Deputy Public Works Director/City Engineer and the Public Works Director. City Engineering and Traffic Engineering Divisions are responsible for all street, drainage, sewer collection system design as well as all traffic studies performed by City staff or outside consultants.

The position will be responsible for a combined staff of approximately 45 personnel. All sections of City Engineering and Traffic Engineering operate with an annual budget of approximately \$5.2 million. Working closely with the Land Development, Contract Administration and Land Records sections in the Public Works Engineering Division, as well as other City Departments, the Engineering Manager is responsible for a variety of assignments including large scale street widening projects requiring extensive environmental review and right of way acquisitions, major sewer replacement projects as well as neighborhood oriented sidewalk and traffic improvement projects.

## INFORMATION

Typical duties may include:

- Assist in the development and implementation of goals, objectives, policies and priorities.
- Confer with supervisors and assistants regarding project priorities and progress.
- Supervise and participate in the preparation and administration of the Capital Improvement Program and budget.
- Supervise and participate in the preparation and administration of special engineering studies and reports.
- Coordinate activities with other City Departments, Divisions, and Sections and coordinate with outside agencies.
- Prepare and administer section budgets.
- Supervise, train, and evaluate professional and technical subordinates.
- Supervise the development of plans and estimates for construction and major repair of public works systems.
- Review and sign engineering drawings, specifications, work orders and purchase orders.
- Serve as staff to a variety of City commissions, boards and committees on public works matters.
- Review and monitor consultant work and invoices.
- Manage and assist in the formation of assessment and community facility districts.

## LICENSE AND CERTIFICATION

- Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License is required.
- Registration in California as a Professional Civil Engineer is highly desirable or may be required as a matter of law, depending on the assigned responsibilities.

## EDUCATION AND EXPERIENCE

The ideal candidate will be able to function in a fast paced, exciting City government environment and have experience in managing multiple Capital Improvement Projects simultaneously while being detail-oriented. Effective management skills and the ability to develop staff and serve as a role model with strong personnel and engineering skills are highly desirable. A strong technical background, the desire to deliver projects timely, along with experience in right-of-way acquisition and administration of state and federal highway grants are necessary.

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Bachelor's Degree from an accredited college or university with major course work in Civil Engineering and five (5) years' experience in the performance of professional engineering work in the area of assignment, including some supervisory experience.

## COMPENSATION

Salary is \$94,788 - 147,016 Annually.\* Hiring incentives for this position may include:

- \$1,000 upon signing, \$3,500 upon successful completion of the probationary period.
- Retirement—The City is a member of the State of California Public Employee's Retirement System (PERS) and provides employees with the 2.7% @ 55 formula. The City also pays the employee's contribution toward the plan.
- Health Insurance—The City offers two health insurance plans and contributes up to \$806 per month for employee and dependent coverage.
- Dental Insurance—The City provides two dental insurance plans and contributes \$45 per month.
- Life Insurance—The City provides and pays for term life insurance with accidental death and dismemberment equal to two times the annual salary plus \$1,000 to a maximum of \$600,000.
- Deferred Compensation—The City contributes up to \$200 per month to a 457 deferred compensation plan for a minimum \$50 monthly employee contribution.
- Leave Benefits—Includes all typical vacation, sick leave, bereavement leave and holiday benefits.

\*Appointment may be made at any step contingent upon qualifications of successful candidate.

## THE COMMUNITY

Recently named one of "America's Most Livable Communities", Riverside is the largest city within one of the fastest growing regions in the country. As the 12th largest city in California, Riverside has a diverse population of approximately 300,000, covering over 85 square miles. Strong elected, civic, and business leadership has enabled a diversified economy, balanced land uses, quality developments, cultural amenities, and a progressive outlook that supports the community today and well into its promising future.