



CITY ENGINEER

City of Beverly Hills, CA



THE COMMUNITY

The City of Beverly Hills is a 5.7 square mile municipality adjacent to the cities of Los Angeles and West Hollywood. The residential population is approximately 35,350 and the daytime population is over 200,000. Beverly Hills is recognized worldwide, and is known as a destination offering the very best City services, hotels, shopping, and dining. Beverly Hills remains the foremost address for luxury and exceptional living. Although its wide, tree-lined boulevards and legendary mansion have been popular backdrops in movies and on television, the real charm of Beverly Hills is subtler and more alluring. Beverly Hills exudes a welcoming style and easy attitude that transports residents and visitors alike. It continues to be a premium destination, a place for people who enjoy and appreciate not excess, but excellence.

For more information, visit: www.beverlyhills.org.

THE CITY GOVERNMENT

Beverly Hills is a General Law city governed by a five-member City Council. Every even-numbered year, either two or three members are elected at-large to serve four-year terms. Each March, the Council meets and chooses one of its members as Mayor and one as Vice-Mayor. The Mayor is the presiding officer of the Council. Beverly Hills provides a full range of municipal services with a current General Fund budget of over \$136.8 M. The City consists of 9 departments plus the City Attorney's office. Under the leadership of the City Manager, the city's approximate 1,080 full time and part time staff work diligently for a performance environment of excellence and innovation. The ultimate goal is to provide unparalleled services.

THE PUBLIC WORKS DEPARTMENT

Department Vision

Service exceeding expectations

Over 280 Public Works employees develop, construct, inspect, improve and maintain the City's infrastructure. Infrastructure includes traffic lights, sidewalks, street lights and roadways. In addition, this department operates:

- Water
- Solid Waste
- Wastewater
- Stormwater
- Parking Operations
- Urban Forestry and Parks Maintenance

Public Works is a critical and essential department for maintaining city infrastructure and services. The employees not only repair streets, sidewalks, etc., but deliver preventive care by providing water and sanitation services to the community.

THE POSITION

The City Engineer leads and manages the staff and operations of the Engineering Division of the Public Works Department, including public right-of-way administration and analysis, design and construction of public infrastructure, and public right-of-way operations – which includes public works inspections, street maintenance, traffic signals, streetlights, and urban forest management. This individual:

- Supervises the engineering, inspection, and technical staff of the Division.
- Oversees the supervision of street/sidewalk maintenance, traffic signals, streetlights and urban forest programs.
- Plans, prepares, and manages the Engineering Division's budget, including proposing opportunities for increasing effectiveness and customer service delivery and decreasing costs as part of the annual budget preparation process.
- Develops and implements strategic plans incorporating state of the art data management systems, assets management systems, and other technologies to ensure that the City's financial resources are being employed efficiently and effectively.



- Attends and participates in council, commission, committee, ad hoc, and community meetings with elected officials, appointed officials, residential groups, business groups, and staff.
- Prepares and reviews written reports and recommends strategies to address issues related to the City's utility and public infrastructure assets.
- Establishes annual work plans and creates and monitors performance measures and other benchmarking metrics.
- Participates in the development of divisional, departmental, and City initiatives for the continuous improvement of management and operations systems. Acts as a member of special committees and project teams.
- Represents the City and the department at related industry associations and organizations.
- Participates in the preparation of utility master plans and public works projects for the Capital Improvement Program.
- Oversees the preparation of construction plans, specifications and estimates for utilities, streets, and other public infrastructure through in house staff or consultants.
- Manages all phases of public works engineering projects including studies, conceptualization, survey, right-of-way acquisition, design, bidding, construction, and inspection.
- Reviews proposed private development to ensure regulatory compliance of subdivision maps, surveys, parcel maps and plans for construction of public improvements. Provides comments and conditions for development entitlements and permits.
- Reviews and recommends approval of subdivision public improvement agreements, development agreements, and bonds.
- Develops engineering criteria for the design of public works projects to ensure quality of materials and construction methods.
- Reviews and/or recommends approval of parcel and tract maps, lot line adjustments, lot ties, legal descriptions, easements, vacations, encroachments, and plans prepared by private engineers for the development of subdivisions and work within public rights-of-way.
- Manages and maintains maps, plans, survey notes, and other engineering records.
- Participates in the Department's emergency operations planning, safety programs, and training programs. May be assigned to the City's Emergency Operations Center or the Department Operations Center in emergencies.
- Ensures compliance with Federal, State, and local laws, codes, regulations, guidelines, and reporting requirements
- Represents the department in depositions and other legal matters.



THE IDEAL CANDIDATE

The City of Beverly Hills is seeking a highly skilled professional engineer with excellent communication and leadership skills to serve as City Engineer. The ideal candidate will provide guidance, stability, and support to the Engineering Division's talented, busy staff and will maintain composure to enable the people on his/her team to excel in service delivery and provide capital improvement projects that are thoroughly vetted for efficiency and effectiveness. This individual will enjoy working in a fast-paced, collaborative environment and will be an effective diplomat and respected representative of the City when working with customers throughout the community and in other organizations.

To ensure success, the City Engineer must be well-versed in the principles and practices of water, wastewater, and stormwater utilities operations, including the regulatory, technical and legal framework affecting these industries. In addition, he/she will have an in-depth knowledge of the engineering principles, methods, and practices that are applicable to public works, including survey, inspection, construction practices, and GIS. This person will know how to select and manage consultants and how to administer contracts. Finally, the City Engineer will have the ability to clearly and concisely present complex information in an easy-to-understand manner to diverse audiences.



CHALLENGES & OPPORTUNITIES

- Beverly Hills enjoys a high degree of public engagement. The City Engineer must be comfortable interacting with community members on a frequent basis.
- Beverly Hills supports Smart Cities and related initiatives that aim to create better connectivity and transparency. The City Engineer will take advantage of smart technologies to improve the bidding process and enhance communication with the public.
- Two new Metro stations are slated for construction in Beverly Hills. The City Engineer will work with Metro to mitigate construction impacts and develop betterments that enhance the community.



- Beverly Hills is expanding and upgrading its water treatment plant and exploring new water sources. The City Engineer will have an important and active role in these efforts.
- Beverly Hills is considering new streetscapes concepts for Wilshire Boulevard and other key corridors. The City Engineer will participate in these projects.

Education and Experience:

Requires a Bachelor's degree from an accredited four-year college or university in civil engineering, environmental science, business or public administration, or a related field. A master's degree is highly desirable. Eligible candidates will also have five years of municipal or utility related management experience, including three years of supervisory experience.

Licenses, Certificates & Special Requirements:

Possession of a certificate of registration as a professional civil engineer issued by the California State Board of Registration for Professional Engineers.

Possession of a valid California Class C driver's license within 30 calendar days of hire.

COMPENSATION & BENEFITS

The salary range for this position is \$151,944 to \$205,584 per year, DOQ. The City of Beverly Hills offers its Executive employees a generous benefits package which includes:

- City-paid contribution to Public Employees' Retirement System (PERS) (2.5 @ 55 for classic members, 2% @ 62 for new PERS members as defined by PERPA)
- Medical, dental, and vision insurance for employees and dependents if offered through the City's Cafeteria Plan with a City contribution of \$2,100/month with the option to receive taxable cash up to \$600/month
- Management Incentive Pay in the amount of \$400/month
- City contribution of \$1,375/month to a tax deferred Retiree Health Savings (RHS) account
- \$300,000 term life insurance policy
- Generous vacation, sick leave, and administrative leave package.
- Modest City contribution to a deferred compensation program; additional employee contribution option.
- Pay for performance per the terms of the Executive Compensation Plan.
- Flexible spending tax deferred program for medical and dependent care.

Further details on compensation and benefits may be obtained through Alliance Resource Consulting.

HOW TO APPLY

Please **apply on-line** by **January 26, 2018**, at www.alliancerc.com. For questions and inquiries, please contact:

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