



CITY OF
OXNARD
CALIFORNIA

**Civil Engineers
and
Traffic Engineers**
-Different Levels-

THE CITY OF OXNARD

Located on the beautiful Southern California coast, the City of Oxnard is the most populous city in the County of Ventura with almost 210,000 residents. Nestled about 60 miles northwest of Los Angeles and 35 miles south of Santa Barbara, Oxnard prides itself on its rich diversity and culture. Although agriculture remains a major industry, Oxnard enjoys an expanding economy based on a healthy combination of commercial and manufacturing development, tourism, and the U.S. Navy. Oxnard residents enjoy a spirit of community pride with an unsurpassed quality of life enhanced by the charm of this coastal community, the natural environment and solitude of the nearby Los Padres National Forest, and the cultural and educational amenities of a diverse and vibrant urban setting. Local assets include acres of new housing among tree-lined streets, parks and beaches, two thriving military bases, a full-service deep-water port, master planned industrial parks, prime commercial and retail sites, a regional medical center and hospital, and a flourishing public regional university, California State University Channel Islands. In addition, there are golf courses, marinas, and wonderfully landscaped streets. There is a small-town atmosphere in this seaside city where fields of strawberries flourish along many roads, and the Mediterranean climate supports year-round activities ranging from walking on the beach, a concert in the park, or sailing to the Channel Islands. It is an ideal coastal community and an excellent place to raise a family that offers oceanfront recreation and outdoor adventures, award winning festivals, and friendly, safe neighborhoods. Oxnard offers an exceptional quality of life.

PUBLIC WORKS

The Public Works Department consists of more than 477 budgeted full time employees (FTEs) and is responsible for the design, construction, renovation and operation of public projects ranging from seawalls to wastewater treatment plants; sewers; waterlines; libraries; parks; facilities; and maintenance of streets, sidewalks, streetlights and street trees. The Department's executive team and team members are committed to delivering projects and programs that enhance quality of life, economic growth, public health and the environment to all residents. The Public Works Department is comprised of several divisions with an operating budget of over \$250,000,000:

- **Engineering and Capital Projects**
 - » Five-Year Capital Improvement Program (CIP) for 2019-2024 totaling approximately \$500 million
- **Water**
 - » Delivers 22 million gallons of high quality potable water each day to over 200,000 residents
 - » Responsible for the recycled water program and working with regulatory agencies on an Aquifer Storage and Recovery program to enhance the productivity of the Advanced Water Purification Facility
- **Wastewater**
 - » Treated 8.1 billion gallons of wastewater in 2018
 - » Maintains over 400 miles of sewer pipes and 170 miles of storm drains
- **Environmental Resources**
 - » Del Norte Regional Recycling and Transfer Station receives, processes, and transfers approximately 1,100 tons per day of municipal solid waste
- **Parks**
 - » 53 beautiful parks and beaches totaling over 373 acres
 - » Oxnard is a Tree City USA with approximately 56,000 trees
- **Streets**
 - » Maintains 1,032 miles of lanes, 650 miles of sidewalks and 70 miles of alleys
- **Facilities**
 - » Oversees and maintains 116 City owned buildings
 - » Graffiti Action Plan (GAP) addresses over 42,000 graffiti requests annually
- **Special Districts**
 - » Oversees a total of 45 Community Facilities, Landscape Maintenance and Waterway districts
 - » The Collection Riverpark is Oxnard's premier shopping and entertainment center featuring a rare blend of retail stores, restaurants, cafe's, grocery, and outdoor spaces that boldly embraces the coastal California climate and lifestyle
- **Fleet**
 - » Maintains 917 fleet vehicles and equipment valued at \$42 million
- **River Ridge Golf Club (36 holes)**
 - » American Golf Corporation manages and operates two 18-hole championship courses at the City's River Ridge Golf Club
- **Oxnard Transit Center**
 - » This regional multi-modal transportation facility offers connections between Los Angeles, local and commuter bus service, Metrolink commuter rail service, Amtrak, Greyhound bus service, VCTC Intercity Service and Gold Coast Transit.
- **Traffic**
 - » Operates and maintains 164 traffic signals Citywide
 - » Operates and maintains the Traffic Management Center (TMC) for the City

COMMUNITY DEVELOPMENT

The Mission of the Community Development Department is to provide solution-oriented services to customers and residents in the areas of planning, building, development, engineering, public improvement inspections, code compliance, and economic development/business support. The Department consists of 60 budgeted FTEs and is responsible for providing services to residents of Oxnard. The Community Development Department is comprised of several programs:

- **Building and Engineering** ensures the safety of new buildings and related public infrastructure by verifying compliance with California building codes, State laws, disabled access, energy conservation, green building standards, fire prevention, storm water quality, and Public Works design criteria.
- **Code Compliance** provides community-based enforcement to maintain clean, safe, prosperous, and attractive neighborhoods.
- **Community Development Support** provides oversight and administration of the Community Development Department and implementation of Council policies.
- **Economic Development** focuses on business retention, expansion, and attraction; provides resources and information that assists local and prospective businesses and supports workforce development; provides film permit services; supports Downtown Revitalization efforts; and continues with the dissolution of Redevelopment per ABx1 26.



- **Planning** creates, preserves, and enhances the quality of the City's natural and built environments through implementation of the General Plan, zoning ordinance, adopted specific plans, Local Coastal Plan, coastal zoning ordinance, and other State legislative requirements.

THE OPPORTUNITY

These are extraordinary opportunities to help lead engineering transportation and design service as well as land development initiatives for one of the nation's most dynamic cities. As the City's population grows and the economy expands, its infrastructure systems are constantly being improved to serve residential and business needs. Public Works is seeking two (2) Supervising Civil Engineers, one (1) City Traffic Engineer, one (1) Traffic Engineer, and one (1) Civil Engineer. Community Development is seeking (1) Supervising or Senior level Civil Engineer, and (1) Civil Engineer.

For Public Works

Supervising Civil Engineer

Responsible for assuring that private and public development meets with applicable Federal, State, and City requirements and codes. Performs various professional level civil engineering work related to the planning, design, review, and construction of public project improvement plans; confers with city staff, contractors, consultants, and representatives of other agencies regarding facilities and infrastructure development. One Supervising Civil Engineer will be responsible for supervising staff in the CIP section of the division, which consists of Project Managers and Construction Inspectors, as well as oversee the execution of the CIP. The second Supervising Civil Engineer will oversee the in-house design, plan check, studies and master planning section of the division which consists of Civil Engineers at various levels, as well as Engineering Technicians.

City Traffic Engineer (Supervising Civil Engineer)

Manages and directs operations of Traffic and Transportation services with diverse funding sources such as a combination of City and State funds and/or related, but distinct, programmatic areas. This class is characterized by having primary responsibility for large, complex budgets, and functioning as a key participant and policy creating member of the department's senior management team, which formulates departmental administrative and operational policies and procedures. Also, responsible for management of division professional staff and provides professional and technical staff assistance to the City Engineer and Public Works Director.

Traffic Engineer

Responsible for management of the complex capital improvement traffic engineering projects, as well as being a lead for division professional staff. Additionally, participates in activities of the Traffic Safety and Operations section of the Public Works Department; collects and analyzes traffic data related to traffic hazards, accidents, volume, flow, speed, direction,

circulation and road capacity; prepares plans and specifications for the installation, removal, or replacement of traffic signs, markings, protective structures, and street lights; plans and prepares work orders for the installation of traffic signs, traffic control devices, and street lighting systems; collects and analyzes traffic data related to traffic hazards, accidents, volume, flow, speed, direction, circulation, and road capacity; and participates in the work of collecting, tabulating, and analyzing traffic and parking information.

Civil Engineer

Under general supervision performs a diverse range of professional engineering duties in support of capital improvement projects and public works infrastructure; prepares and/or participates in the preparation and review of preliminary and final engineering plans, cost estimates, cost analysis studies, specifications, and schedules; provides technical support to management in assigned engineering program area; and performs related work as required.

For Community Development

Supervising Civil Engineer/Senior Civil Engineer

The Supervising Civil Engineer is the management level class responsible for coordinating the Engineering section of the Community Development Department in ensuring that land development projects meet with applicable Federal, State, and City requirements and codes under the direction of the Assistant Director. The Supervising Civil Engineer is distinguished from the Senior Civil Engineer by the level of supervisory responsibility, budgeting responsibilities, and the ability to manage the most complex projects. The Senior Civil engineer will manage more difficult and complex projects and assist in the review and supervision of engineering staff. Both positions will require technical expertise in the design and review of all aspects of land development projects including hydrology, stormwater quality, water, sewer, storm drainage, streets, traffic, and project conditioning.

Civil Engineer

Responsible for assuring that private development projects meet with applicable Federal, State, and City requirements and codes. Performs various professional level civil engineering work related to the review of land development improvement plans; confer with developers, contractors, consultants, and representatives of other agencies regarding facilities and infrastructure development; and assists in the writing of conditions for land development projects.

THE IDEAL CANDIDATE(S)

The ideal candidate will have public sector experience, be well-versed in modern principles and practices of engineering, and possess solid communication skills. As the position interacts with a variety of internal and external stakeholders, exceptional interpersonal skills are of the utmost importance. The successful candidate will have a proven work history of growth, the ability to effectively implement projects, and interact with staff professionally and positively. These are the ideal opportunities for individuals that possess a passion for public service, especially serving an underserved community, and for entrepreneurs from within who recognizes this opportunity to create and establish an effective and efficient administrative infrastructure for long-term success.

Key characteristics and attributes:

For Public Works

- Demonstrate extensive experience with planning, design, and implementation of large and smaller community public works projects
- Provide expertise in municipal engineering, particularly related to capital improvement projects and operations
- Demonstrate knowledge of regulations and experience working collaboratively with governmental agencies



COMPENSATION AND BENEFITS

- Civil Engineer and Senior Civil Engineer positions are represented by Service Employees International Union (SEIU). The annual salary range for Civil Engineer is **\$81,273.50 - \$126,081.90** depending upon experience and qualifications. The annual salary range for Senior Civil Engineer is **\$94,042.21 - \$145,890.16** depending upon experience and qualifications. To view the benefits associated with SEIU represented classifications, please refer to the Memorandum of Understanding at: <https://www.oxnard.org/wp-content/uploads/2019/12/SEIU-PDF.pdf>
- The Supervising Civil Engineer and Traffic Engineer positions are represented by the Oxnard Mid Manager's Association (OMMA). The annual salary range for the Supervising Civil Engineer is **\$101,156.02 - \$166,540.61**, and the salary range for the Traffic Engineer is **\$84,801.60 - \$140,379.20** depending upon experience and qualifications. To view the benefits associated with OMMA represented classifications, please refer to the Memorandum of Understanding at: https://www.oxnard.org/wp-content/uploads/2019/10/OMMA_PDF-3.pdf

APPLICATION AND RECRUITMENT PROCESS

The final filing date is May 29, 2020.

To be considered, please submit a resume, cover letter, and five work related references (who will **not** be contacted in the early stages of the recruitment) to: <https://executivesearch.cpshr.us/JobDetail?ID=644>

Resumes should reflect years **and** months of positions held, as well as size of staff and budgets you have managed.

For additional information, please contact:



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CPS HR Consulting
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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CPS HR Consulting will report the results to the City. The City will then select candidates to participate in City interviews. Extensive reference and background checks will be completed on the selected candidate.



EQUAL OPPORTUNITY

The City of Oxnard is an Equal Opportunity Employer and welcomes applications from all qualified applicants. We do not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, medical condition, disability or sexual orientation.

- Approachable. Seeks open communication, collaboration, and working in a team-oriented environment
- Flexible. Able to meet clear goals and expectations, while remaining agile with the ability to adapt to changing priorities
- A 'roll up their sleeves' type of person – understands the importance and value of providing high performance and excellent customer service for a community
- A 'can-do' mentality who thrives on challenge and working with a high performing team.

For Community Development

- Experience and technical knowledge in the civil engineering aspects of land development, including civil infrastructure, parcel and tract maps, and condition writing.
- Approachable. Seeks open communication, collaboration, and working in a team-oriented environment.
- Demonstrated track record of providing excellent internal and external customer service.
- Self-starter who is able to meet clear goals and expectations, with the ability to adapt to changing priorities.
- A 'roll up their sleeves' type of person that will perform a wide range of duties to contribute to the organization's success.
- A 'can-do' mentality with the ability to manage a large volume of work while maintaining the high quality and customer service standards.

QUALIFICATIONS

- The equivalent to a bachelor's degree from an accredited college or university with major coursework in civil engineering or any combination of education and experience that has provided the knowledge, skills, and abilities necessary, and
- For Supervising Civil Engineer and City Traffic Engineer, possess seven (7) years of increasingly responsible professional experience, at least three (3) years of which were at an upper management and supervisory level.
- For Senior Civil Engineer, possess (4) years of increasing responsible professional experience.
- For Civil Engineer, possess three (3) years of increasingly responsible professional experience.
- For Traffic engineer, special study in traffic engineering with a minimum three (3) years of increasingly responsible professional experience in traffic engineering with two (2) years comparable to Assistant Traffic Engineer level.
- Possession of a current Certificate of Registration as a Professional Civil or Traffic Engineer in the State of California.