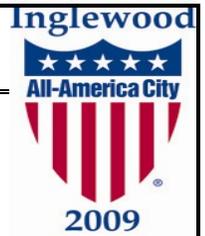




# CITY OF INGLEWOOD



## Human Resources Department

Announces a Career Opportunity for an:

### **PRINCIPAL CIVIL ENGINEER**

Promotional and Open Competitive

**SALARY:** \$ 38.91 - \$55.13 hourly / \$6,746 - \$9,556 monthly / \$80,951 - \$114,675 annually

The City is currently participating in a Work Furlough Program through December 31, 2013 with City Hall closed every Friday.

#### ESSENTIAL JOB DUTIES

- Develops and implements policies, procedures, goals and objectives for the Engineering Division
- Reviews plans, specifications, estimates and project studies prepared by staff, consultants, contractors and developers;
- Trains, monitors and evaluates performance of assigned staff to include other engineers and professional staff;
- Inspects work of assignment staff in progress and upon completion;
- Receives, investigates and responds to citizens complaints or inquiries;
- Prepares and administers Division budget and monitors expenditures;
- Recommends the purchase of equipment and assists in the development of specifications;
- Attends departmental and outside meetings with local, regional and state committees;
- May preformed other related duties as needed.

#### MINIMUM QUALIFICATIONS

Must be registered as a Civil Engineer in the State of California **AND** seven years experience (three years supervising engineers and staff) performing and managing progressively complex Civil Engineering design and construction of transportation (State and Federally funded project experience preferred). Must have and maintain a valid CA Drivers License. Depending on the City's needs, incumbents in this job classification may be required to possess or obtain additional licenses and certifications.

The ideal candidate will be knowledgeable of civil engineering principles and practices, budgeting and purchasing techniques and procedures, computer software including Microsoft Excel, Word, Access and Outlook programs;, , capital improvement projects, etc. Skilled in managing, delegating and evaluating work of assigned staff, prioritizing and scheduling division activities, in providing clear oral and written instructions and providing the same to assigned staff; Must be able to establish and maintain positive and productive working relationships with all levels of staff, and possess strong presentation skills.

**THE SELECTION PROCESS** begins with a complete evaluation of all applications submitted; resumes are accepted but not in lieu of an official City application. Only a limited number of applicants meeting the minimum qualifications and determined to be "most qualified," as reflected in their application materials, will be invited to participate in Selection Process for this recruitment.

The Selection Process for this position shall consist of training and experience evaluation and a qualifications appraisal interview. Candidates must pass each test part with a score of 70% or higher to have their names placed on an active eligibility list for this position. The top three ranks on the eligibility list will be invited to interview the hiring authority for a selection.

#### TO APPLY

Interested parties must complete an official City application; resumes are accepted but not in lieu of the official city application. Applications will be accepted by the Human Resources Department until **July 25, 2013 @ 5:00 p.m.** Applicants must submit a copy of degree and/or professional certification requirements with application materials to include copy of Professional Engineer Registration with the State of California.

OPEN: 06/13/2013

REC NO. 2013-610

**Assistant City Engineer (610)**

**Applications** will be accepted Monday – Thursday from 7:30 a.m. to 5:00 p.m. for all open positions unless otherwise stated on the job announcement. Resumes will not be accepted in lieu of a City application form.

Supplemental Questionnaires may be required for some classifications along with proof of degree and certification requirements should the position require such. Copies of the degree and/or certifications must be submitted with job applications.

Applications are subject to review for legibility and eligibility. Only applicants who application materials clearly meets the minimum qualifications as demonstrated in their application materials and whose training and experience best meet the needs of the City will be invited to participate in the selection process.

**CONVICTIONS** for violations of law must be fully disclosed. Failure to report convictions may result in dismissal. Convictions are not an automatic disqualifier; failure to provide accurate penal codes and convictions will be disqualified. The City reserves the right to fingerprint all prospective employees and volunteers prior to beginning any assignment.

Changes of name, address, or telephone number must be communicated to the Human Resources Department immediately to ensure proper delivery of notices and information regarding the selection process or status of application materials.

**VETERANS POINTS** may be awarded for entry level examinations. To qualify, applicants must submit form #DD214 with application materials.

#### **TYPES OF RECRUITING EXAMS**

**“OPEN”** examination is a competitive examination open to all interested and qualified applicants.

**“PROMOTIONAL ONLY”** examinations shall be limited to permanent City employees. You must be currently employed by the City in a permanent full time, probationary, and/or permanent part-time status to participate in the selection process.

**“PROMOTIONAL AND OPEN COMPETITIVE”** examinations are open to interested and qualified applicants. Should a sufficient number of internal qualified applicants apply, the recruitment may be converted to a promotional only process.

Qualified applicants are those who meet the minimum qualifications, and whose training and experience as described in the application packet best meet the needs of the City.

Qualified applicants will receive notification of the date, time, and place of examination(s) by one or more of the following: Email, US mail, or telephone. Disqualified applicants will receive notification of their status by email or US mail.

#### **ELIGIBILITY LISTS**

An eligibility list will be established consisting of names of those candidates who have passed all portions of the examination process. Names shall be arranged in ranking order based on final scores. Test takers must pass each test part with a minimum score of seventy (70%) to have their name placed on the eligibility list for the job classification.

Pursuant to Inglewood's Civil Service Rules and Regulations Rule IV Section (d) New names may be added to an eligible list from time to time dependent upon obtaining of additional qualified candidates pursuant to the selection process or as a result of a reduction of force.

Appointments will be made from candidates in the top three rankings on the eligibility list who are ready, willing, and able to accept a position. The manager of the hiring department shall interview the top three ranks for fit into their operation. Eligible candidates who are not selected names will be returned to the eligibility list for future consideration with other departments within the City.

Eligibility lists typically expires one year from the date established, or until fewer than three rankings remaining. All newly hired employees serve a probationary period of one-year, and can be released from service with or without cause during the probationary period.

To check on current recruitments please visit our website at:

<http://www.cityofinglewood.org>

***The provisions in this announcement DO NOT constitute an expressed or implied contract or offer of employment. Any and all statements in this job announcement may be changed, modified or revoked at anytime with or without further notice.***

#### **EMPLOYMENT/BENEFITS**

Benefits include 108 hours annually of sick leave, vacation, thirteen (13)-holidays, CalPERS Retirement, dental, medical, life insurance coverage, plus optional employee-paid programs. A probationary period of one year must be completed before permanent status is achieved.

After one year of service Management/Professional employees receive a \$500 Professional Development Allowance and \$800 Education Reimbursement for classes taken while employed with the city.

Every individual who is employed by the City must complete and sign the U.S. Government form I-9, and provide documentation required by law showing that s/he is eligible to work in the United States. A list of acceptable documentation is available in the Human Resources Office.

All employment offers are contingent upon successful completion of fingerprint/background check, provision of evidence of freedom from tuberculosis, and clearance following medical exam by City approved/authorized physician. In addition, submission of proof of any necessary licenses/certificates.

The City of Inglewood is an Equal Employment Opportunity Employer complying with the law that forbids discrimination and ensures that everyone is provided equal employment opportunities regardless of Race, Color, Disability, Sex, Religion, Age, or National Origin.

The City is currently closed every Friday as a result of furloughs through December 2013. During the furlough program, employees are paid for 72 hours per pay period versus 80 hours in a two week pay period scale.