

Town of Yucca Valley

Job Announcement

ENGINEER PROJECT MANAGER

Public Works/Engineering Department

Salary Range: \$7,153 - \$10,361 monthly

Days/Hours: Public Works/Engineering Division works a 9/80 alternate work schedule – this position is classified as Exempt

Benefits: Health, Dental, Vision, Life, Short and Long Term Disability Insurance; 14 paid holidays; 80 hrs. vacation; and 96 hrs. sick time and Benefit Allowance of \$1,280.00/month

Retirement: Classic PERS Members: 2%@60 formula; New PERS Members: 2%@62 formula

Closing Date: **Thursday, July 19, 2018 by 5:00 P.M.**

The Position: Under general direction, performs a variety of field and office professional civil engineering work; supervises and participates in the management of engineering planning, design and delivery of Public Works projects, ensures that functions meet all applicable laws, regulations, and Town policies related to the Town's CIP, traffic and transportation programs; and performs related work as required. Capital/Public Works project delivery on time and on budget are key elements of this position.

Qualifications: Knowledge of the following applicable areas: the operational characteristics, services, and activities of comprehensive engineering, planning, design, construction, operations, and maintenance; Organization and management practices, analysis and evaluation of engineering work programs, policies, and operational needs; principles and concepts of water pollution control; principles and practices of State environmental provisions related to public works and engineering programs; methods and techniques of preparing designs, plans, specifications, and estimates; principles and practices of municipal budget preparation and administration; principles of supervision, training, and performance evaluations; Federal, State, and local laws, codes, and regulations; safe driving principles and practices. Knowledge of GIS principles and practices; California Environmental Quality Act/National Environmental Policy Act compliance for public works and capital projects; Assessment District/Community Facilities District formation and administration; Pavement Management System implementation; and Capital Project administration and implementation.

Ability to maintain effective working relationships with all those contacted in the course of the work; timely and successful delivery of capital and public works projects; provide administrative and professional direction for the Engineering Division; develop, implement and administer goals, objectives, and procedures, identify and respond to community and Town Council issues, concerns and needs; prepare clear and concise administrative reports, analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of community development goals, research, analyze, and evaluate new engineering delivery methods, procedures, and techniques; research and administer budgets and allocate resources; and interpret and apply the policies, procedures, laws, codes, and regulations pertaining to engineering programs and functions.

Education and Experience: Bachelor's degree with major work in civil engineering and five years of progressively responsible professional experience in civil engineering. At least three (3) years of supervisory management experience is desirable. Possess and maintain a valid certificate or registration as a Professional Civil Engineer in the State of California is desirable. Possession of a valid California Class C Driver's License.

EOE/ADA