

**DIRECTOR
OF
PUBLIC WORKS
CITY ENGINEER**



The City of Lawndale

THE HEART OF THE SOUTH BAY!

The City of Lawndale is located in the southwestern region of Los Angeles County, California. This “Heart of the South Bay” city is situated in the South Bay area, approximately fifteen miles southwest of downtown Los Angeles and five miles east of the Pacific Ocean. The city borders Hawthorne to the northwest, Redondo Beach to the west, and Torrance to the southwest. Lawndale is easily accessible via major roadways, including the San Diego Freeway (I-405) and the Pacific Coast Highway (California State Route 1). Lawndale is comprised of predominately single-family homes, encompassing 1.97 square miles, with a population of approximately 32,000 residents.

Founded in 1905 and incorporated in 1959, Lawndale has transformed from a rural community to a blossoming suburban community with residential neighborhoods, schools, parks, and commercial areas that caters to the needs of the community. These establishments contribute to the local economy and add to the overall character of Lawndale. Lawndale, a diverse, vibrant close-knit community offers various community services, including law enforcement, public works, recreation, and community outreach programs. To learn more about the Heart of the South Bay, visit the City’s website at: www.lawndalecity.org

Public Works Department

The Public Works Department of the City of Lawndale is dedicated to maintaining and improving the quality of life in Lawndale by promoting, building, improving, and maintaining municipal infrastructure and protecting the health and safety of the community. It's professional, technical, clerical and skilled operations fall within four (4) service areas: Administration, Engineering, Street Maintenance, and Grounds Maintenance.

The Department's responsibilities include developing and managing the fiscal operations of the department; routine maintenance of City streets and sidewalks; custodial, carpentry, plumbing, electrical, and painting services; providing project management services for the design and construction of the City’s Capital Improvement Program; including maintaining the integrity of public rights-of-way through inspection services for repairs, construction, and other work in the right-of-way.

The Public Works Department contracts services such as street sweeping, solid waste and recycling, storm drain maintenance, traffic striping and markings, traffic signal operation and maintenance, bridge soffit light repairs, flood control, traffic and transportation, sewer maintenance, tree, and landscape maintenance.

The Position

Appointed by the City Manager, the Director of Public Works/ City Engineer supervises, plans, organizes, directs, and administers the activities and operations of the City’s Public Works Department. The position has full responsibility for providing direction and oversight for the department’s key operational areas which includes engineering, street, building and landscape maintenance, and contract administration.





The Director of Public Works/ City Engineer position also serves as the City Engineer and administers the city's public works engineering programs; reviews, evaluates and develops work products, methods, policies and procedures; reviews and evaluates engineering plans, drawings, estimates and preliminary reports for construction and improvement projects for final approval; monitors work flow; oversees and monitors the department's budget and directs the forecast of additional funds needed for projects, staffing, equipment, materials and supplies; responds to and resolves difficult and sensitive inquiries and complaints; oversees public works capital improvement projects, designs and construction, quality control and budget; negotiates, executes and administers a variety of contracts and agreements; reviews and interprets government regulations and requirements; researches and prepares technical and administrative reports and studies; prepares and presents reports to the City Council and Traffic Committee; selects, trains and evaluates personnel; provides complex administrative support to the City Manager; serves as City representative at community and professional groups, associations and committees; and performs other duties as assigned.

The Candidate

The City of Lawndale is seeking a leader with strong management, organizational and communication skills with a proven track record of effectively overseeing capital improvement projects and public works operations. The City is seeking a knowledgeable and skilled professional with admirable integrity and dedication to achieving specific objectives to improve the overall performance and effectiveness of the Department's service delivery, while providing exemplary municipal customer service to City residents, businesses, and visitors.

The ideal candidate must possess a bachelor's degree from an accredited college or university with major course work in civil engineering or related field. Six (6) consecutive years of increasingly responsible experience managing a diverse public works department, including two (2) years supervising, managing and/or directing a division or department.



An equivalent combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities is qualifying. Possession of a Class C Driver's License and registration as a Professional Engineer and/or Land Surveyor in the state of California is required. A master's degree is highly desirable.

Successful candidates must have strong management, organization, supervision and open communication skills; dedication to providing excellent customer service; knowledge of the principles and practices of construction and maintenance, civil and traffic engineering; municipal public works street design, subdivisions, parcel maps, grading, plan check, traffic light signal, and water and sewer systems; ability to direct and control the operation of a department and its budget; analyze, develop and implement department policies and procedures; applicable laws and regulations governing land development and public projects; prepare clear and concise written reports, spreadsheets, correspondence and make presentations; negotiate and manage professional consulting service contracts; administer and prepare budgets, bids and contracts; negotiate and manage service contracts; prepare clear and concise oral and written reports and presentations; develop and maintain working relationships; identify and respond to the public, City Council, City Manager, committees and commissions collaboratively and with political astuteness.

Compensation/Benefits

\$149,524 - \$181,747 PER YEAR

The starting annual salary will be dependent upon the selected candidate experience and qualifications. The City also offers an excellent benefit package, as follows, but not limited to:

RETIREMENT - The City contracts with the California Public Employee's Retirement System (CalPERS) to provide retirement benefits for eligible employees. The City offers 2%@55 formula for "classic members" and 2%@62 formula for "new members," in compliance with Public Employees' Pension Reform Act 2013 (PEPRA). The City does not participate in Social Security.

DEFERRED COMPENSATION - The City offers a 457 defined contribution supplemental retirement plans. Employees who participate are able to receive a City contribution match of up to \$7750 per fiscal year.

HEALTH BENEFITS - The City provides extensive health contributions (\$1,080.36 per month) towards medical, dental and vision premiums. The City also provides an employee assistance program, group term life insurance (\$100,000) and long-term disability. An IRS Section 125 Flexible spending account also available.

LEAVES AND HOLIDAYS - The City provides annual vacation and sick leave, that is accrued and based on years of service. The City also provides prorated Executive Leave benefits and varying number of Floating Holidays, as a result of the various work schedules provided by the City.

WORK SCHEDULE - The City offers varying work schedules to include 5/40, 9/80 and 4/10 work schedules.

City Hall is open Monday through Thursday 7:00 a.m. to 6:00 p.m., although many facilities operate during evenings and weekends. The Director of Public Works/ City Engineer may be required to work various hours, to include evenings, weekends and holidays, to meet operation needs.

For more specific compensation plan information, please visit the City's website at www.lawndalecity.org and search for the Central Management Team Salary Resolution.

All employees are designated disaster service workers in the event of an emergency or natural disaster. The City of Lawndale and its employees are required to comply with any state or County Public Health Orders.

Application and Selection Process

•••

Interested? The City of Lawndale would like to hear from you!

To be considered, please submit an original City Employment application, resume, and cover letter to the Administrative Services/Human Resources Department located at 14717 Burin Avenue, Lawndale, California, 90260. Applications may be obtained from the City website at: www.lawndalecity.org or by contacting the City of Lawndale at (310) 973-3200.

All official City application materials will be screened and only the most qualified applicants, as reflected by their submitted application materials, will be invited to participate in the selection process. This recruitment is subject to close at any time, without prior notice (**first application review scheduled for April 4, 2024**). Please apply immediately.

The City of Lawndale is an Equal Opportunity Employer. Please notify the Administrative Services/Human Resources Department should you require special accommodations.

