

City of Turlock, CA

Director of Development Services/
City Engineer



City of Turlock

Human Resources

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The City of Turlock & Community

The second largest city in Stanislaus County, the City of Turlock is home to a population of over 72,879 residents. Turlock is known as the "heart" of California's fertile Central Valley, situated between Sacramento and Fresno. Agriculture is the backbone of the City's economy. Stanislaus County is considered the third richest agricultural county in the United States. Turlock continues to seek intelligent growth and development that complements the City's businesses and industries, along with meeting the needs of community members.

Residents enjoy the advantages and opportunities of a larger city amidst a family friendly, small-town atmosphere. Turlock takes pride in fostering close knit relationships with its citizens by providing excellent customer service through public safety, city government, the business community, and the City's educational facilities. Cultural art experience, sports activities, twenty-four (24) parks, sixteen (16) schools, and a full range of medical facilities and the attractiveness of the nearby Mother Lode, San Francisco Bay area, and the Sierra Nevada add to the attraction and convenience of living in Turlock. In a relaxed rural setting, this community offers residents a rare combination of quality services, programs, education, and entertainment options typically found only in big cities.

The Turlock Unified School District (TUSD) provides excellent learning opportunities to over 14,000 students. TUSD also provides one of the largest adult school programs in the Central Valley. California State University Stanislaus (CSU Stanislaus) is located in Turlock and serves a student population of approximately 9,000. CSU Stanislaus offers more than one hundred (100) majors, minors, and areas of concentration, along with twenty four (24) master's degree programs and a doctorate in educational leadership. The Princeton Review consistently rates CSU Stanislaus among the Best Colleges in the nation, a distinction awarded to only fifteen (15) percent of colleges and universities throughout the United States.

Turlock's hometown atmosphere encourages both residents and visitors to experience the small town charm and diverse heritage. With more than twenty-four (24) community and neighborhood parks, Turlock provides a safe and fun location for relaxing, sports, and picnics. The City of Turlock also manages two major sports facilities offering tournament and league play opportunities for soccer and softball enthusiasts. A variety of recreation programs are made available to the community to enhance the quality of life by creating opportunities for positive physical expression, social interaction, cultural understanding, positive alternatives to crime and mischief, and overall well-being. Numerous community events are sprinkled throughout the year, highlighting the City's vibrant downtown, Stanislaus County Fair, Carnegie Arts Center, and CSU Stanislaus.

The City of Turlock Government

Turlock is a General Law City that operates under the Council Manager form of government. There are five city departments, including Police, Fire, Development, Municipal and Administrative Services, offering a full range of City services to the community. The City Council currently has approved budget allocations for more than 500 full- and part-time employees.

The City currently has 351 full-time employees authorized in the fiscal year 2017-18 budget. The General Fund budget for fiscal year 2017-18 is \$38,249,175. The Non-General Fund budget represents an additional \$154,073,034 in budgeted expenses. Development Services annual budget for fiscal year 2017-18 is General Fund: \$981,011 and Non-General Fund: \$31,354,423.

Turlock's City Council is made up of five members, including a mayor and a vice mayor. As the elected legislative body of the City of Turlock, the City Council has overall responsibility for the scope, direction and financing of City services. The City Council establishes local law and policy that is administered and implemented through staff under the Council Manager form of government. The Council is also responsible for establishing land use policies through the General Plan and zoning regulations.

The Department

The Developmental Services Department comprises of: Development Engineering, Transportation Engineering, Capital Engineering, Building and Safety, as well as Planning. Objectives of the department are to provide professional engineering design, surveying and project management for capital improvement projects. Furthermore, whether it is the building of new homes, a new shopping center, constructing new roads or repairing old ones, and other public infrastructure projects the Development Services Department works together to protect the public's health, safety and welfare.

The Department also enforces the California Building Codes related to the design, construction, quality of materials, use and occupancy, location, and maintenance of all buildings, structures, and certain regulated equipment. Developmental Services issues building permits, performs plan reviews, and conducts inspections.

Developmental Services also regulates land uses, site design, and building design consistent with the adopted community policies, standards and ordinances. The department processes a variety of development applications, including those that are reviewed by the Planning Commission and City Council. Another vital component of the function is that it is the first stop for people setting up a new business in Turlock, including home-based businesses.

The Position

The Director of Development Services/ City Engineer will plan, direct, organize and review the engineering, planning and building and safety divisions of the department. The Director will also direct the delivery of highly responsible and responsive professional technical expertise, guidance and support to ensure compliance with standards to safeguard public safety and property related to engineering, design and construction in a manner that facilitates development that enhances the high quality of life in Turlock.

The Director will also supervise professional engineering, para-professional engineering, planning, building and safety and office support staff. The Director will also take on projects as instructed by the City Manager.

Other skills and job duties include:

- Plan, develop, and implement or direct the implementation of goals, objectives, policies and priorities relating to engineering, planning and building and safety functions.
- Direct and review all public works engineering activities including design, surveying, and inspection.
- Review for adherence to engineering principles and standards the construction, maintenance and operations activities of the Municipal Services Department water distribution, sewer collection, street, storm drain systems, parks and trees, buildings and airport functions.
- Supervise and participate in the development and administration of the Engineering, Planning and Building and Safety budget; direct and forecast additional funds needed for staffing, equipment, materials, and supplies; monitor and approves expenditures; implement mid-year adjustments.
- Supervise and participate in the development and implementation of the capital improvement program.
- Confer and consult with administrative staff on problems related to the design and construction of public works systems, the interpretation and enforcement of construction specifications, and the design and operation of traffic system.
- Review and evaluate for propriety engineering plans, specifications, engineering reports, cost estimates, contract documents, and proposed ordinances submitted by City staff and consulting engineers.
- Select, train, and evaluate personnel; establish and monitor employee performance objectives; prepare and present employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination actions.
- Serve as technical advisor to the City Manager, City Council, and other Department Heads on public works engineering matters; conduct special studies and assignments; develop comprehensive recommendations for management consideration.
- Select, oversee, and evaluate adequacy of consulting engineering, planning and building services; prepare requests for proposal; coordinate contract activities and provide technical advice and interpretation as required.
- Respond to and resolve the most difficult and sensitive citizen inquiries and complaints.
- Meet with the public in small and large groups to discuss City development services policies, practices, and problems.
- Determine need for new equipment and facilities, major repairs, and rebuilding projects.
- Coordinate engineering, planning and building activities with other City Departments and with outside agencies.
- Formulate long-range plans for the community's infrastructure in conjunction with other management personnel.
- Maintain awareness of state-of-the-art developments in engineering management and systems.
- Direct the installation of public improvements in subdivisions and other developments and provide supervision of subdivision and development reviews to insure compliance with the Subdivision Map Act, and the Professional Engineers and Land Surveyor's Act.
- Direct the development, implementation and administration of the City's capital improvement program.
- Act as Right-of-Way purchasing offices as assigned.
- Ensures close coordination with other City departments and affected outside groups.
- Prepare specialized budgets related to assigned activities; assist in budget implementation; participate in budget forecasts; administer the approved budget.
- Prepare highly complex and technical reports; document policies and procedures; perform research.
- Make presentations before various groups, including City Council, Commissions, and professional and public meetings, as needed.
- Participate in recruitment and selection activities; make recommendations for appointment of new staff; assist with staff orientation and training.

Other skills and job duties include (Continued):

- Supervise staff including provision of timely performance evaluations; recommends and implements approved discipline; provides staff development; and maintains high standards necessary for efficient, professional operations.
- Answer questions; provide information to the public; recommend corrective actions; investigate, report, document and resolve complaints.
- Build and maintain respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provide effective conflict resolution, as needed.
- Model appropriate professional management conduct; maintain appropriate confidentiality of sensitive information; comply with and support City policies and procedures, labor laws, and MOU provisions.
- Attend assigned meetings and training; interact with outside agencies and commissions; provide leadership for teams, or committees, as needed.
- Ensure staff works in a safe manner; follow safety requirements; and monitor compliance.
- Perform related duties as assigned.

The Ideal Candidate

The City of Turlock is seeking a Developmental Services Director/ City Engineer who has strong oral and written communication skills. Candidates who are able to communicate with people at all levels and have the ability to form partnerships are highly sought. The candidate should also be community orientated and committed to being responsive to the needs of the City.

The ideal candidate should be willing to explore new ideas and approaches with a vision toward the future of the City. They should be compassionate, straightforward and value the public's perspective on issues pertaining to the City. Someone who treats people fairly, respectfully, and understands the broad range of management is being sought.

Candidates must have five years of increasingly responsible professional municipal engineering experience, including three years of administrative/supervisory responsibility. In addition, possession of a Bachelor's degree from an accredited college or university in Civil Engineering and a certificate of registration as a professional civil engineer in the State of California.

Possession of a certificate of registration as a professional civil engineer in the State of California with a license number of 33,965 or lower or registration as a professional land surveyor in the State of California is a highly desirable qualification.

Compensation and Benefits

The salary range is \$128,640 - \$156,348 annually, depending on qualifications. The City also offers an attractive benefits package.

Retirement – “Classic Members”, 2.7% @ 55 or “New Members”, 2% @ 62.

Benefits Package – The City offers a health, prescription, vision, and dental plan for City employees and dependents at no cost.

Life Insurance– Available in the amount of 1 ½ X the employee's annual salary, plus \$5,000, not to exceed \$175,000.

Holidays – The City offers 11 paid holidays and 2 floating holidays.

Vacation – Vacation is accrued at 10 hours per month and increases with years of service.

Sick Leave – 8 hours of sick leave is accrued for each month of service.

Management Leave – 80 hours of management leave per fiscal year.

Deferred Compensation – A 401 deferred compensation program is available with an employee contribution of 7% and an employer contribution of 3 1/2 % of the employee's base salary.

The City also offers the opportunity to participate in a 457 Deferred Compensation Plan and a Retiree Health Savings Plan (RHSP) with an employer contribution of 3% to the RHSP.

Long-Term Disability – The City provides a Long-Term Disability plan.

Professional Development – The City provides \$700 per fiscal year in reimbursement for continuing work-related education and personal development in addition to attendance at professional conferences and meetings.

Car Allowance – \$200 per month.

Master's Degree Pay– Receive an additional 2.5% of base salary per month.

How to Apply

If you are interested in this outstanding opportunity, please submit a cover letter and detailed resume as soon as possible to:

City of Turlock
Human Resources
156 S Broadway
Turlock, CA 95380
Attn: Sarah Eddy
Telephone: (209) 668-5542
Facsimile: (209) 668-5529

This position will be open until filled.