



# City of Bell

# ASSOCIATE CIVIL ENGINEER



## The Candidate

The City of Bell is looking for a dynamic and experienced Associate Civil Engineer to contribute to the continued growth and development of our community.

**Learn more within.**

*Open until the position is filled, with the first review on Friday, January 12.*

## The Position

# ASSOCIATE CIVIL ENGINEER

### OUR COMMUNITY

The City of Bell is a warm and friendly community composed of young families, small businesses, small commercial corridors (Atlantic Avenue and Gage Avenue) and an industrial district located on the east bank of the Los Angeles River in southeast Los Angeles County. Bell is known as the key to industry, given it is located in the heart of the central Los Angeles industrial market.

Its convenient location and close proximity to transportation corridors including Interstate 5 (Santa Ana Freeway), Interstate 710 (Long Beach Freeway) and the Union Pacific Railroad make Bell an ideal venue for business interests. It is only minutes away from Downtown Los Angeles, as well as cultural and sports attractions including Dodger Stadium, Staples Center, and the Walt Disney Concert Hall. Bell is nestled between the San Gabriel Mountains and the port of Long Beach in the Los Angeles basin.

According to the 2020 US Census, the City boasts a population of 33,559 residents, a third of which is under the age of 18. Bell is a vibrant community proud of its ethnic diversity with immigrants from throughout Latin America and a growing Lebanese American immigrant community.

If you take a stroll through the City you will find beautiful parks filled with families, tree-lined streets, and lots of unique shops and businesses. Bell is quite proud of the clean and safe community and is a great place to live, work, and play.

### OUR ORGANIZATION

The City of Bell Administration, including its department heads and staff, are under the direction of its City Manager, who reports directly to the five-member Bell City Council. The City Council appoints the City Manager; City Treasurer and the City Clerk. The City currently contracts for legal services. The City of Bell is a Charter City. The City's Charter defines the way the City governs and administers its municipal affairs. The City of Bell's Charter spells out the responsibilities of the City Council, the City Manager, as well as City Officers and Employees. In addition, the Charter details information about Personnel, Fiscal Administration, Elections and other important functions. For a city to be under the rule of a charter, its local electorate must approve the implementation of a charter by way of a vote. In 2005, the City of Bell held a special municipal election to establish Charter rule and replace the former General Law City rule. In 2015 the City's residents voted to amend the City Charter and to create a new Citizen Planning Commission.

### THE DEPARTMENT

The Department of Public Works encompasses Street and Sidewalk Repairs, Sanitary Sewer, Trash and Recycling, Tree Maintenance, Traffic Management, and manages the City's Capital Improvement Program budget of over \$25 million dollars. The Director and Public Work Manager serves as an advisor to the Associate Engineer.

The City of Bell contracts with an engineering consulting firm to provide additional engineering construction and project management support to the Public Works Department.



## IDEAL CANDIDATE

The ideal candidate will be a skilled leader with the ability to prepare plans, specifications and estimates for all types of public works improvements. The ideal candidate will be able to establish positive working relationships with representatives of community-based organizations, other agencies, City management and staff, and the public.

The ideal candidate will be able to direct and perform investigations and recommend actions concerning traffic problems, building permits, street improvements, and subdivision developments. They will be able to issue permits as requested. The ideal candidate has the experience to advise and assist the public on construction codes and standards and acquiring permits; assist with consultants, contractors, builders, and the general public in plan checking to determine if they meet City requirements.

Candidates that stand out will be goal oriented, encouraging leaders and focused on positive improvement for the community. They will have knowledge of Public Works and engineering principles, best practices and methods as applied to public works, utilities, and construction projects.

## KEY ATTRIBUTES & CHARACTERISTICS

- 🔔 Team player and clear communicator
- 🔔 Calm under pressure, possessing a positive attitude and a good sense of humor
- 🔔 Able to help others and keep team on track for projected timeline goals
- 🔔 Organized and prepared
- 🔔 Enjoys problem solving and creating new unique ways to overcome obstacles
- 🔔 Excellent verbal, written, and interpersonal communication skills
- 🔔 An active listener
- 🔔 Understand and able to work in a political environment, and be apolitical

## MINIMUM REQUIREMENTS

- 🔔 Bachelor's degree in Civil Engineering or registration in the State of California as a Civil Engineer
- 🔔 Possession of a valid Engineering-In-training certificate issued from the California Board of Registration for Professional Engineers
- 🔔 Ability to communicate in Spanish is preferred.

## SKILLS & KNOWLEDGE

- 🔔 Engineering mathematics
- 🔔 Field survey and construction practices
- 🔔 Plan and organize work to meet schedules and timelines
- 🔔 Modern office procedures, methods, computers, office equipment, and the software applications
- 🔔 Modern developments, current, literature, and sources of information regarding civil engineering, applicable federal and state laws and regulatory codes relevant to civil engineering design and construction
- 🔔 Perform arithmetic calculations; read and understand technical drawings and specifications; collect, analyze, compile and arrange technical statistical, and related information



## Compensation & Benefits

The City has a comprehensive compensation program. The monthly base salary range for the Associate Civil Engineer is **\$7,435.57 - \$9,037.98**/month depending on qualifications, with an excellent benefits package.

### BENEFITS INCLUDE:

- Retirement** — 2.7% @ 55 California Public Employees' Retirement System (CalPERS) retirement formula for "classic" employees; 2% @ 62 for non-classic employees.
- Medical** — The City participates in the CalPERS health benefits program and life insurance.
- Dental** — The City provides coverage through Delta Dental.
- Life Insurance** — The City provides a term life insurance policy for employees.
- Vision** — The City provides vision insurance through VSP for employees.
- Vacation** — Annual accrual 96 hrs (increases with years of service).
- Sick Leave** — 96 hrs annually.
- Holidays** — 13 days annually.

## How to Apply

**THIS APPLICATION MUST BE RECEIVED AT CITY HALL BY:**

**4:00 PM on Friday, January 12th, 2024.**

Completed applications can be emailed to [hr@cityofbell.org](mailto:hr@cityofbell.org) or mailed to Bell City Hall (6330 Pine Avenue, Bell, CA 90201) to Attn: Human Resources Offices. A completed City of Bell Application must be submitted by the deadline.

