

DEADLINE EXTENDED

THE CITY OF ROSEMEAD  
IS LOOKING FOR A  
**City Engineer**



The City of Rosemead is looking for its next City Engineer! If you have civil engineering experience, along with strong communication and collaboration skills, and you're eager to contribute to a vibrant, forward-thinking City dedicated to delivering exceptional public service, this is a fantastic opportunity for you. Learn more within.

 **TRIPEPI SMITH**  
— TALENT SOLUTIONS —



## ABOUT THE CITY OF ROSEMEAD

### The Community

The City of Rosemead was incorporated as a general law city in 1959. The City has a population of 54,363 with approximately 1,446 businesses in an area of 5.2 square miles. Rosemead is part of the San Gabriel Valley, east of downtown Los Angeles, and conveniently near San Bernardino and Orange counties. As a contract City, Rosemead contracts for police, fire, library, sanitation, tree maintenance, building and safety, and information technology services.

### Rosemead's Brand Platform

Rosemead holds the following five core community values:

- 1 Who we're for:**  
People and businesses who seek the charms of a small town, in the heart of an urban environment.
- 2 What we do:**  
We are today's small-town America - traditional yet diverse, a true neighborhood in an urban setting.
- 3 Why we do it:**  
In Rosemead, neighbors share the traditional values and commitment to community that makes small-town life so appealing, without losing big-city advantages.
- 4 Who we are:**  
Grounded in our roots and history, welcoming and thriving by delivering quality service.
- 5 Why we do it:**  
We honor tradition through community spirit and civic engagement, unite in diversity by honoring contemporary American life and we evolve for the future by evolving to meet the needs of our growing community and business sectors.

The City of Rosemead offers a desirable and affordable community with an expanding business sector that is a booming economic growth engine for West Coast commerce.



The mission of the City of Rosemead is to honor tradition, unite in diversity and evolve for the future. Rosemead is a new kind of small town in the heart of an urban environment that aims to improve public infrastructure areas and community facilities; enhance public safety, community environment and opportunities for residents through programs, services, education and recreation while ensuring the City's financial stability in order to continually meet these goals and provide quality service to the community.



Check out Rosemead's Key Organizational Goals and [Strategic Plan for 2030](#).

### The Organization

The City of Rosemead operates under a Council-City Manager form of municipal government. The City Council consists of five members elected at large for overlapping four-year terms. The City Council appoints the City Manager, City Attorney, and City Clerk. The City's total [budget for FY 2024-25](#) is approximately \$41 million (the General Fund budget is about \$29 million) with approximately 73 full-time employees. The City's goals include improving the quality of life offered in Rosemead in a business-friendly atmosphere conducive to continued economic growth and prosperity.



## THE PUBLIC WORKS DEPARTMENT

The mission of the Public Works Department is to plan, design, build and maintain public works for residents, businesses and departments of the City of Rosemead, and to meet their needs and expectations with pride and professionalism in a cost-effective manner. The department has 25 full-time employee allocations and nine divisions. The department is responsible for Rosemead's street maintenance including lighting and cleaning, solid waste and recycling services, fleet maintenance, and engineering including planning, design and construction of capital improvement plan projects.

The City Engineer will oversee the Engineering Division, which is responsible for the following:

Providing adequate physical infrastructure through planning, design and construction throughout the City, including streets and sidewalks by planning and completing capital improvement projects

Providing site development review to ensure compliance with local, state, and federal regulations

Responding to public inquiries regarding traffic, parking, drainage, and other public works-related items

Providing plan check and inspection services for public works permits and utility work permits

Working with other City departments and outside agencies on regional and sub-regional projects

Analyzing traffic and right-of-way activities in the City

Providing support to the Traffic Commission



## ABOUT THE POSITION — CITY ENGINEER

### The Role

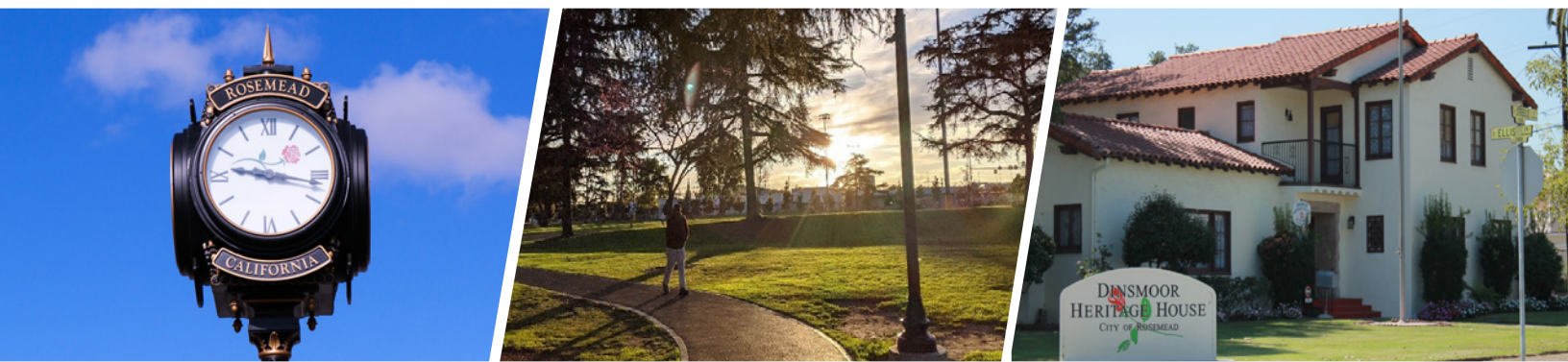
Under the direction of the Public Works Director, the City Engineer manages the operations of the Engineering Division and performs professional work of considerable difficulty in engineering, planning, design, construction, survey, permitting, traffic operations, transportation and infrastructure projects all while providing complex and responsible support to the Public Works Director.

### A sample of job duties and responsibilities include:

- **Engineering Division Management:** The City Engineer oversees daily operations, manages staff and ensures compliance with laws and regulations.
- **Project Management:** The City Engineer manages the City's Capital Improvement Program (CIP) and CIP Budget. This includes managing engineering projects, construction, and capital projects for various infrastructures and reviewing and approving project plans, contracts, and technical reports.
- **Policy Development:** The City Engineer participates in setting goals, objectives, policies, and staffing levels for the Engineering Division.
- **Contract Management:** The City Engineer develops RFPs and administers contracts for professional services while ensuring adherence to City specifications and quality standards.
- **Regulatory Compliance:** The City Engineer ensures projects comply with State, Federal, and City regulations and manages environmental and stormwater compliance programs.
- **Staff Supervision and Evaluation:** The City Engineer supervises staff, evaluates performance, and ensures the quality and timeliness of engineering services.
- **Public Engagement:** The City Engineer represents the City in professional meetings and facilitates communication with constituents while maintaining confidentiality and professionalism.

[Read the full job description](#)

The position requires the ability to work extended or unusual hours to meet the needs of the department, oversee capital projects including disaster response services, complete reports, attend business and community meetings and attend planning commission, traffic commission and city council meetings as needed.



## THE IDEAL CANDIDATE

The City of Rosemead is looking for a personable and motivated civil engineering professional with proven leadership abilities to join its tight-knit team. As a leader within the Engineering Division and the department, the City Engineer will play a crucial role in guiding the department, working closely with external stakeholders and representing the City in the community. As such, the ideal candidate will be an excellent communicator with a collaborative leadership style and the ability to foster an environment of stability and excellence. Given their role in representing the City to the community and the City Council, the ideal candidate will also have outstanding communication and public presentation skills.



## QUALIFICATION REQUIREMENTS

- **Experience:** 5+ years of professional civil engineering experience and 2+ years of managerial or supervisory experience.
- **Education:** Bachelor's Degree in Civil Engineering.
- **License, Certification & Special Requirements:** Registration as a professional engineer by the California Board for Professional Engineers and Land Surveyors is preferred. A valid California class C Driver's License is required.

## COMPENSATION AND BENEFITS

The monthly salary range for the City Engineer is \$10,206 - \$13,318 depending on experience and qualifications.

- **Work-Life Balance:** City employees work a 4/10 work schedule.
- **Retirement for Classic CalPERS Members:** Tier 1: 2.7% @ 55 formula for employees hired before July 1, 2010. 8% Employee share towards CalPERS effective January 1, 2018, for 2.7% @ 55 formula. Tier 2: 2% @ 55 formula for employees hired on or after July 1, 2010. 7% Employee share towards CalPERS effective January 1, 2018, for 2% @ 55 formula.
- **Health, Dental and Vision:** Benefit allowance of \$1,700 per month to be used toward employee and dependents. Any unused balance can be put into a deferred compensation plan or taken as a taxable cash-back allowance. Effective November 1, 2023, allowance was increased by \$200 per month for "out of pocket" health costs with no additional cash-back allowance. Employees receive CalPERS Medical, Ameritas Dental and VSP Vision coverage.
- **Social Security:** Employee contributes 6.2%.
- **Holidays:** Twelve paid holidays per year.
- **Sick Leave:** Accrual—10 hours per month with unlimited accumulation. Sick leave hours will be capped at 500 hours for all employees; may begin accruing sick leave after 30 days of employment.
- **Flexible Benefit Plan (FSA - Section 125):** Allows employees to pay for childcare, adoption, and unreimbursed medical and insurance premium expenses with pre-tax dollars.
- **Tuition Reimbursement:** Employees may attend and be reimbursed for part or all the costs of educational and other training courses (up to \$5,000 per fiscal year), which provides a benefit to the City provided there are budgeted funds for such approval by the City Council. The employee must remain with the City for three (3) years after successfully completing the class/course or must refund the amount received to the City on a pro-rated basis.
- **Wellness Program:** The City provides up to \$300 in reimbursement for qualifying expenses through the City's Wellness Program.
- **Bilingual Pay:** Eligible and qualifying Employees shall receive a bilingual stipend of \$75 per month for one of the following recognized languages: Cantonese, Mandarin, Spanish, Vietnamese, or American Sign Language, and any other language determined by the City Manager as qualifying languages.

View the full [Employee Benefits Sheet](#) for details.





## HOW TO APPLY

To be considered for this position, please immediately submit your resume and cover letter to Christine Martin at [Talent@TripepiSmith.com](mailto:Talent@TripepiSmith.com). Open until filled, **first review November 25.**

After the submission deadline, candidates will be screened for qualifications. If you require additional information or have questions, please contact Christine Martin at 949-993-6531.

**The City of Rosemead is an Equal Opportunity Employer.**

