

RESOLUTION NO. 7514

**CITY OF SOUTH GATE
LOS ANGELES COUNTY, CALIFORNIA**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH GATE AMENDING
RESOLUTION NO. 6454 (SALARY RESOLUTION AND CLASSIFICATION PLAN)
UPDATING THE DIRECTOR OF PUBLIC WORKS/CITY ENGINEER SALARY RANGE
AND FRINGE BENEFITS**

WHEREAS, the City continues to evaluate its staffing needs as well as determine what is fair and just as it relates to employees performing certain tasks; and

WHEREAS, the City must, from time and time, update positions that are determined to be necessary to the efficient operation of the City and the services provided to its residents; and

WHEREAS, the City Manager, in consultation with the City Council, has determined that it is proper to update the Director of Public Works/City Engineer salary range and fringe benefits;

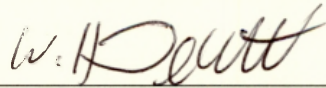
**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH GATE DOES
HEREBY RESOLVE AS FOLLOWS:**

SECTION 1. Resolution No. 6454 relating to Salaries and Position Classifications is hereby amended to include a new salary for the position of Director of Public Works/City Engineer therefore as referenced in the attachment as "Exhibit A."

SECTION 2. The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.

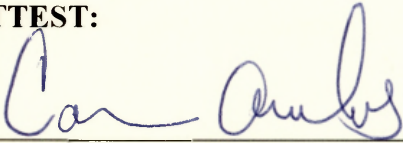
PASSED, APPROVED and ADOPTED this 28th day of August, 2012.

CITY OF SOUTH GATE:



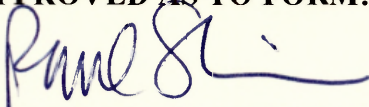
W.H. (Bill) De Witt, Mayor

ATTEST:



Carmen Avalos, City Clerk
(Seal)

APPROVED AS TO FORM:



Raul F. Salinas, City Attorney

Exhibit "A"

City of South Gate CLASS SPECIFICATIONS AND ATTRIBUTES

DIRECTOR OF PUBLIC WORKS/CITY ENGINEER

DESCRIPTION

Under general administrative direction of the City Manager, plan, organize, direct and evaluate public works projects and programs; develop and implement overall organizational, budget and financial strategies and goals of the Department of Public Works; assess and respond to community needs for public works activities; serve as the City Engineer; manage project engineers and consultants related to the planning, design, development, construction and maintenance of the City's public works and traffic engineering; performs related duties as required.

CLASS CHARACTERISTICS

The Director of Public Works/City Engineer is responsible for the management and direction of all Public Works Department activities. The Director of Public Works/City Engineer is a member of the Senior Executive Team of the City, also known as the Top Management Group.

SUPERVISION RECEIVED

Works under the general administrative direction and supervision of the City Manager.

SUPERVISION EXERCISED

Exercises direct supervision over all divisions of public works operations and staff.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

Manages the development and administration of the department budget. Manages, reviews and coordinates financial sources for funding projects. Monitors department expenditures, systems for reporting and provides necessary control data.

Secures funding from other intergovernmental agencies. Oversees management of federal, state, and other grant funded public improvement projects.

Serves as a member of designated and/or assigned committees, commissions and organizations.

Manages the execution of engineering, street, water, sewer, electrical, general maintenance, and equipment operations and activities.

Evaluate bids received on public works projects and advise the City Council and other city officials on the feasibility of public works projects.

Manages and reviews the maintenance schedules and methods of performance. Manages and evaluates the cost effectiveness of alternate work methods, including contracting with other public or private agencies.

DIRECTOR OF PUBLIC WORKS/CITY ENGINEER

Manages the preparation of engineering public works plans, drawings and specifications, engineering calculations, cost estimates, assessments, contract provisions, legal descriptions and maps, ensuring compliance with policies, local, state and federal codes, ordinances and regulations. Reviews and approves engineering designs and plans.

Manages and administers construction contracts for various projects including streets, sewers, storm drains, structures, water distribution facilities, street lighting and traffic control facilities. Develops, coordinates and updates project schedules; monitors expenditures and budgets.

Plans, organizes and assigns work; supervises, trains and evaluates subordinate personnel; makes decisions regarding the selection, assignments, promotion and discipline of employees.

Manages the supervision of field inspections of contract construction work; manages and/or inspects field work in progress for compliance with policies, procedures, safety guidelines and work specifications.

Manages the development of the City's Capital Improvement Program of public infrastructure projects and provides oversight.

Meets with internal and external teams and committees and other intergovernmental agencies and private companies including cities, counties, federal and state officials, regional entities, utility companies, the community and other interested groups regarding public works projects. Responsible for the plan review of private development that requires connection with public facilities.

Prepares reports, recommendations and correspondence on current and proposed projects; makes presentations to City Council, community groups and the general public regarding Public Works projects.

QUALIFICATIONS

Training and Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary. A typical way of obtaining the knowledge and abilities would be any combination equivalent to graduation from an accredited college or university with a Bachelor or Master's degree in civil engineering or related field and seven (7) years of responsible supervisory engineering experience managing large-scale public programs and projects. Experience with federal, state and regional public works grants requirements and administration of special assessment districts is highly desirable. Registration as a Professional Civil Engineer in the State of California is required. Possession of or ability to obtain a California Class C driver's license and a satisfactory driving record is required. A Master's degree in Engineering or Public Administration is desirable and may substitute for one (1) year of required experience.

Knowledge, Skills, and Abilities

Knowledge of: municipal public works administration, planning, design and construction; general maintenance, street, water and equipment shop operations and activities; civil and structural engineering principles and practices; public works construction methods, engineering specifications and public works construction standards; contract administration; Geographic Information System (GIS), AutoCAD and other computer software applications; principles and practices of budgeting and personnel management and supervision.

Ability to: organize, direct and coordinate the activities, programs and personnel of a public works department; prepare plans, specifications and comprehensive engineering estimates; read

DIRECTOR OF PUBLIC WORKS/CITY ENGINEER

and interpret specifications and blueprints; prepare comprehensive technical reports and contract documents; understand and interpret legal property descriptions, engineering maps and other records; interpret and follow City and departmental policies, rules and regulations; manage construction contracts; manage assigned staff in project work; communicate effectively both orally and in writing; work independently with little direction; meet deadlines and exercise sound judgment; establish and maintain cooperative working relationships with government and third-party agencies.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, stand, talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually quiet in the office and moderately loud when outdoors. Incumbents are not substantially exposed to adverse environmental conditions.

Salary Pay Table

Unclassified Top Management Employees

Effective 07-01-2011

		Step A	Step B	Step C	Step D	Step E
701	CITY MANAGER	14,583	-	-	-	-
703	DIRECTOR OF COMMUNITY DEVELOPMENT	9,662	10,145	10,652	11,185	11,744
705	DIRECTOR OF PERSONNEL	9,068	9,521	9,997	10,497	11,022
706	DIRECTOR OF PARKS & RECREATION	8,936	9,383	9,852	10,345	10,862
708	FIELD OPERATIONS MANAGER	8,175	8,583	9,013	9,463	9,936
710	DIRECTOR OF PUBLIC WORKS/CITY ENGINEER	10,493	11,018	11,569	12,147	12,754

Effective 10-01-2011

		Step A	Step B	Step C	Step D	Step E
704	ASSISTANT CITY MGR/DIRECTOR OF FINANCE	9,539	10,016	10,517	11,043	11,595

Effective 09/27/11 Per Contract Agreement

Effective 01-01-2012

		Step A	Step B	Step C	Step D	Step E
701	CITY MANAGER	12,000	-	-	-	-

Effective 01/01/12 Per Contract Agreement (Hourly Rate)

Effective 10-01-2012

		Step A	Step B	Step C	Step D	Step E
701	CITY MANAGER	16,667	17,083	17,500	17,917	-

Effective 10/01/12 Per Contract Agreement

10/01/12 10/01/13 10/01/14 10/01/15

(Step Increases based upon performance)

Effective 09-01-2012

		Step A	Step B	Step C	Step D	Step E
710	DIRECTOR OF PUBLIC WORKS/CITY ENGINEER	13,837	-	-	-	-

Effective 06/28/12 Per Contract Agreement

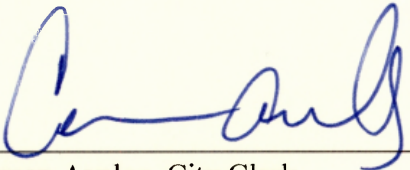
RESOLUTION CERTIFICATION PAGE

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) **SS**
CITY OF SOUTH GATE)

I, Carmen Avalos, City Clerk of the City of South Gate, California, hereby certify that the whole number of Members of the City Council of said City is five; that Resolution No. 7514 was adopted by the City Council at their Regular Meeting held on August 28, 2012, by the following vote:

Ayes: Council Members: De Witt, Hurtado, Gonzalez and Morales
Noes: Council Members: None
Absent: Council Members: Davila
Abstain: Council Members: None

Witness my hand and the seal of said City on September 12, 2012.



Carmen Avalos, City Clerk
City of South Gate, California