

City of Dana Point  
33282 Golden Lantern  
Dana Point, CA 92629-1805

# City of Dana Point California



Invites Applications for:  
**SENIOR STRUCTURAL ENGINEER**

\$7,170 - \$9,325/month  
*Plus benefits package*

**APPLICATION DEADLINE**  
*4 pm on Friday, July 17, 2009*

## ABOUT THE CITY

The City of Dana Point (population 37,082) is located approximately one-half way between Los Angeles and San Diego in the southern part of Orange County. Dana Point is characterized by nearly seven miles of prominent coastal bluffs and rolling hills along the Pacific Ocean. The City's business sector is comprised of recreation areas located within the harbor region; resident and tourist serving businesses; and five-star resort facilities such as the Ritz Carlton and St. Regis.

Incorporated in 1989, the City operates under the Council-Manager form of local government. The City provides planning and community development, administration, finance, emergency services, police, public works and parks/recreation services through a combination of full-time employees and contractors and has an annual General Fund operating budget of approximately \$29 million.

The City's primary mission is to provide high quality services and to maintain and enhance the community's environment and quality of life. This is accomplished through the efforts of employees and contractors who demonstrate a strong customer service orientation and high levels of professional excellence.

The City of Dana Point prides itself on hiring qualified individuals who enjoy working in a challenging, yet pleasant environment. We hope you consider joining the Dana Point Team.



## EMPLOYEE BENEFITS

**COMPREHENSIVE ANNUAL LEAVE (CAL)** - Each employee, based on years of service, accrues a specified number of days per year to use for personal leave, sick leave, and vacation leave. The CAL schedule is as follows:

Years 1-3	15 CAL days
Years 4-6	20 CAL days
Year 7	25 CAL days
Year 10	30 CAL days

**HOLIDAYS** - The City observes the following paid holidays:

President's Day	Friday before Easter
Memorial Day	Independence Day
Labor Day	Veteran's Day
Thanksgiving Day	Day after Thanksgiving

Holiday Shut-Down for regular working days:  
Christmas Eve through New Year's Day

**RETIREMENT** - The City is a member of the Public Employees Retirement System and pays the employees' 7% contribution on their behalf. The City's contract provides retirement benefits under the 2% at 55 formula.

**HEALTH BENEFITS** - The City has a cafeteria-style benefit program, and the position is provided a \$900 monthly benefit allowance to use toward monthly insurance premiums. The package includes medical, dental, vision, life and disability insurance, a 457 deferred compensation plan, and a Section 125/129 flexible spending account program. Unused benefit allowance monies may be taken as cash.

## ABOUT THE POSITION

The City of Dana Point is seeking experienced professional to fill its vacancy for Senior Structural Engineer. The position performs highly complex professional and technical plan checking of residential and commercial/industrial building plans for structural soundness and conformity with pertinent building and safety ordinances and related regulations; provides technical and functional lead supervision and training to other building and safety staff.

This is an exempt position under FLSA standards.

**EXAMPLES OF ESSENTIAL DUTIES** Typical duties assigned to this position include, but are not limited to:

- Review plans and check calculations of more complex designs and multi-story structures for overall code compliance and structural safety requirements, including earthquake and wind load stress determinations, and types of material.
- Perform technical plan check and engineering analysis of complex residential, multi-level commercial and industrial building plans.
- Perform complex plan reviews on foundation systems incorporating caissons and tie back systems; responds to inquires from engineers, architects and the general public regarding interpretation of technical code requirements, structural applications and City building standards.
- Provide code interpretation to the general public, contractors, engineers, architects, staff, and other professionals; analyze complex plans for plan check submittal; coordinate projects with other departments and agencies.
- Inform contractors, engineers, and architects of problems in plans conformance to codes; resolve difficult problems associated with building codes and city ordinances; resolve other issues within scope of assignment.
- Prepare proposal specifications; review specifications and calculations of building plans to ensure compliance with building codes, laws, ordinances and regulations; consult with originator when needed to clarify or make corrections as necessary.
- Perform field inspections of complex building structures; direct field staff in verifying difficult installations.
- Provide over the counter plan checks when appropriate; coordinates and expedite plan check activities with other City departments and outside agencies; monitors plan submittals.
- Evaluate construction plans for issuance of permit and collection of all applicable fees.
- Prepare a variety of reports on program activities and projects requiring administrative action; maintain appropriate records on plan check activities including case logs; enter building permit data into a computer; and maintain and update computer data base.
- Perform related job duties and responsibilities as required.

## THE IDEAL CANDIDATE

The ideal candidate will possess the following qualifications:

### **KNOWLEDGE OF:**

- Operations, services, and activities of a plan check program
- Principles of supervision and training
- Principles and techniques of building design
- Methods and materials used in the construction of buildings and related structures
- Advanced mathematical principles including algebra and geometry
- Acceptable safety standards
- Advanced inspection methods
- Principles and procedures of record keeping
- Use of software programs, including but not limited to, Trak-It, Autocad, Microsoft Office, databases, e-mail, and other essential programs.
- Pertinent Federal, State, and local laws, codes and regulations related to the building construction and plan check activities
- Safe work and driving principles and practices

### **ABILITY TO:**

- Supervise, organize, and review the work of staff in the area of work assigned.
- Independently perform the most difficult plan check activities.
- Interpret complex blueprints and specifications.
- Understand, interpret, and prepare building, electrical, plumbing, and mechanical policies and procedures.
- Verify calculations to ensure specifications and drawings are in compliance with applicable codes and safety standards.
- Perform and apply advanced algebraic and/or calculus concepts to include integration of relations functions; perform and interpret statistical calculations and a full range of engineering calculations.
- Prepare and present reports to management staff, and legislative and administrative bodies.
- Respond to requests and inquiries from the general public.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Operate a motor vehicle safely.

## QUALIFICATIONS

**EDUCATION AND EXPERIENCE:** Equivalent to a Bachelor's Degree in Civil Engineering or Structural Engineering from an accredited college or university.

Five years responsible experience checking building plans and/or multi-phased structural design may be deemed equivalent.

### **LICENSES OR CERTIFICATES:**

Registration as a Civil Engineer and the authority to use the title "Structural Engineer" in the State of California.

Possession of a I.C.B.O./ICC certified plans examiner certification.

Possession of or ability to obtain a valid California driver's license

### **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Position requires the ability to perform light lifting and carrying; sitting for prolonged periods of time; occasional walking and standing. Continuous hand use and finger dexterity needed to use computer keyboard and operate standard office equipment; occasional pushing, pulling, grasping, manipulation and reaching; and occasional use of hand and foot controls for driving. This position also requires the ability to read engineering drawings, plans, specifications, technical reports, contracts and other records. Good hearing is required when communicating on the telephone or in person.

### **WORK ENVIRONMENT:**

The work environment described herein is representative of those an employee encounters while performing the essential function of this job. Primarily office environment with controlled temperature conditions and no direct exposure to hazardous physical substances. Occasional field work where incumbent may be exposed to construction and traffic noise; dust, gas or fumes; walking on uneven ground; machinery and construction equipment; and occasional driving to job sites. High volume of work with tight deadlines and performs overtime work beyond regularly scheduled hours.

## APPLICATION & SELECTION PROCESS

Interested individuals looking for challenging work in a fun environment are encouraged to apply. Completed City application forms and a personal resume must be received by in the City's Personnel Office by **FRIDAY, JULY 17, 2009, at 4:00 P.M.** No postmarks accepted. Call City Hall at (949) 248-3500 or visit [www.danapoint.org](http://www.danapoint.org) for City application forms.

Applications will be reviewed and those applicants with the most suitable qualifications will be invited to participate in the next phase of the selection process with may include one or more of the following: performance test, written test, oral interview examination, employment reference check, pre-employment background and criminal history check.

## EQUAL OPPORTUNITY EMPLOYER

The City of Dana Point is an Equal Opportunity Employer. The City will assure equal employment opportunity and fair employment practices to all persons regardless of race, color, religion, age, national origin, ancestry, marital status, veteran status, gender, sexual orientation, medical condition or disability as defined by law. Qualified applicants with a disability will receive reasonable accommodation during any phase of the selection and hiring process providing such request is made to the Personnel Office at least five working days in advance (949-248-3524).

## SPECIAL NOTICES

The Immigration Reform and Control Act of 1986 requires that you must be a U.S. citizen or an alien lawfully authorized to work in the United States to be eligible for hire. Any offer of employment extended to an applicant is contingent upon the applicant providing the appropriate documentation prior to commencement of employment.

## PRE-EMPLOYMENT EXAMINATIONS

The City of Dana Point requires a pre-employment physical examination, including a drug screen. Offers of employment are contingent upon successful completion of these examinations.

*This flyer does not represent a contract and may be changed at the City's discretion.*