



TOWN ENGINEER



**BOB MURRAY
& ASSOCIATES**
EXPERTS IN EXECUTIVE SEARCH

THE COMMUNITY

A small town is like a big family!

The Town of Loomis is a quaint and rural family-oriented community that was established in 1850 and incorporated as a town in 1984. With its close proximity to the City of Sacramento, Loomis offers the perfect combination of small-town charm with easy access to big-city amenities.

Loomis retains its rural character and charm with its gently rolling hills and large residential lots. The historic downtown district boasts a variety of specialty cafes, restaurants, and shops, while nearby Folsom Lake provides plenty of local outdoor recreational opportunities such as hiking, biking, swimming, and boating. Residents can also enjoy easy access to nearby ski resorts in the beautiful Lake Tahoe area. Loomis is also home to exciting annual events including the Eggplant Festival, Loomis Christmas Gift Market, and the Loomis Basin Brewing Co. Annual Oktoberfest.

Home to approximately 6,900 residents, the Town of Loomis operates under the Council – Manager form of municipal government. The Town Council is comprised of five elected members representing the Town of Loomis. Council members serve a four-year term with a rotating mayor and must reside in the Town. In addition to boasting some of the highest rated public schools, Loomis offers residents a great balance between city living and rural peace of mind.

THE POSITION

Under general direction from the Town Manager, the Town Engineer is responsible for planning, organizing and directing the operations of the one-person Engineering Department with duties that include coordinating with other Town Departments, outside agencies, and organizations; preparation and administration of the capital improvements budget including project management, contract administration, engineering design, construction, and inspection; development review including the review and approval of engineering plans for subdivisions, encroachment and grading permits; traffic engineering; pavement management; solid waste management; and stormwater compliance. The position is also responsible for providing administrative support to the Town Manager and acting as a member of the Town's management team.

Duties may include, but are not limited to the following:

- Provide staff assistance to the Town Manager, prepare reports pertaining to Department activities, and represent the Department at Council meetings.
- Coordinate Department activities with those of other departments, surrounding agencies, outside groups and organizations; participate in outside community and professional committees;

provide technical assistance as necessary.

- Establish, maintain, and foster positive and harmonious working relationships with Town staff and those contracted with in the course of work.
- Direct, oversee, and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor works flows; review and evaluate work products, methods and procedures.
- Prepare, administer, and monitor contracts held for engineering consulting services.
- Plan, organize and direct the work of staff providing services to the Department; ensure conformance with required standards and specifications.
- Develop, plan, and implement Department goals and objectives; recommend and administer policies and procedures.
- Organize Department resources in accordance with established Town budgets, goals and objectives; evaluate service delivery alternatives and make adjustments as deemed appropriate.
- Assist the Town Manager and Finance Director in the preparation of the Town's operating and capital improvement budgets; estimate anticipated revenues; assist in reviewing proposed budget allocations; complete complex fiscal analysis and review related reports.
- Develop and administer development fee and user-fee programs where appropriate, to maximize fee revenue to the Department.
- Prepare and review administrative reports and studies; prepare written correspondence as necessary.
- Interpret and implement applicable regulations and code policies.
- Initiate the development or updates to Town ordinances, policies, and design standards as they relate to the responsibilities of the Department.



- Respond to citizen complaints and information requests.
- Schedule and direct the delivery of the capital improvement program; oversee the design; prepare and review bid packages; analyze bids received; make recommendations for award of contracts; administer projects during construction.
- Coordinate the construction management and field inspection of public projects, private development, and work in the public right of way.
- Prepare project grant applications and administer grants.
- Supervise the maintenance of project files and records.
- Maintain, organize, and update all Engineering Department maps, drawings and records.
- Review subdivision improvement plans, parcel and final maps, and calculations submitted by developers for compliance with design standards and accepted engineering best practices.
- Review and administer the inspection of grading and drainage permits; oversee compliance of erosion/sediment control for all public and private projects, including compliance with National Flood Protection Act.
- Coordinate environmental review with Planning Department and other agencies.
- Act as the Town's Traffic Engineer; direct and coordinate traffic studies required for modifications to traffic control devices and striping.
- Develop and maintain a Pavement Management System consistent with street and highway funding requirements.

Additional information regarding the Engineering Department and current Engineering projects can be found on the Loomis website [here](#).

THE IDEAL CANDIDATE

The Town of Loomis is seeking a diplomatic, collaborative, and seasoned Town Engineer to join the executive management team! The ideal candidate will have strong technical skills and experience along with an overall understanding of the duties and responsibilities which fall under the Town Engineer. Those who are strategic and forward-thinking in their approach and who demonstrate cross-functional knowledge will be successful. A successful candidate will be capable of leading and managing multiple contractors/consultants in a fast-paced environment with a diverse workload.



The incoming Town Engineer should be a well-organized manager who can ensure the Department functions efficiently and effectively to achieve the goals established by the Town Council. The selected candidate should adopt a big picture perspective and understand how to prioritize projects in order to achieve the overall goals of the Town. Candidates should be capable individuals with impeccable people and presentation skills who are excellent communicators, highly accessible, and possess administrative qualities. Those who are politically astute and understand the unique opportunities and challenges associated with working for a small-town municipal environment are encouraged to apply. The ability to engage effectively with internal and external stakeholders is essential as the Town Engineer will be looked upon to provide leadership and ensure professional interaction with Council, residents, and department heads. Candidates who are passionate about the interests of the Town of Loomis are highly desired.

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Town Engineer is qualifying. A typical way of obtaining the required qualifications is to possess the equivalent of five (5) years of increasingly responsible public works experience in a governmental agency, including two years in a supervisory or management capacity, along with a bachelor's degree in civil engineering or a related field.



Licenses and Certifications:

- Possession of Certificate of Registration as a Professional Civil Engineer in the State of California
- Possession of a valid Class C, California driver's license

COMPENSATION AND BENEFITS

The Town of Loomis offers an attractive compensation and benefits program. The current salary range for this position is \$132,496 - \$161,054 annually; placement within this range is dependent on qualifications and experience. Benefits include:

Retirement – The Town's retirement plan is through the California Public Employees Retirement System (CalPERS). Employees who entered the CalPERS system before January 1, 2013, are under the 2% at 55 formula. Employees who entered the CalPERS system on or after January 1, 2013, are under the 2% at 62 formula. The employee contribution to CalPERS is withheld from pay, pre-tax. The Town does not participate in Social Security.

Health and Dental Benefits – The Town provides an IRS Section 125 cafeteria plan with a monthly allocation that employees can apply to their choice of health plans. The allocation is based on the State of California Annuitant rate. The monthly allocations for 2024 are:

Employee only	\$883.00
Employee plus one dependent	\$1,699.00
Employee plus more than one dependent	\$2,124.00

Health plans are through CalPERS and the dental plan is through Humana. Employees pay the excess of the cost of the chosen plans more than the allocation through tax exempt payroll deductions. Employees with health insurance coverage through a spouse's plan can waive the Town's plans and receive \$150 per month in lieu of insurance coverage.

CalPERS offers a number of health plans for Placer County. For reference, the cost of the Kaiser plan is approximately equal to the monthly annuitant rates. Other plans are more or less expensive. The cost of the Humana dental plans is \$52.35, \$104.70 or \$196.18, based on dependents.

Other Insurances – The Town pays for the employee and employee's family vision insurance and \$50,000 of employee Life insurance.

Employee Leave – New employees accrue 80 hours each year of vacation and 96 hours of sick leave. Effective January 1, 2023, all management employees receive 80 hours of administrative leave annually. There are thirteen paid holidays.

Other optional benefits include:

- 457 retirement plan: employees make contributions pre-tax. The Town does not match contributions.
- Flexible spending account: employees deposit funds to this account, pre-tax, then use the funds to pay medical co-pays and other uninsured costs.
- Aflac insurance and Legal Shield attorney service plans are available at the employee's cost.

TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

www.bobmurrayassoc.com

Filing Deadline:

April 14, 2024

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the Town of Loomis. Candidates will be advised of the status of the recruitment following selection of the Town Engineer.

If you have any questions, please do not hesitate to call Gary Phillips at:

(916) 784-9080

