Engineering and Environmental Services Director
City of San Juan Capistrano, CA
The City
Nestled in the heart of Southern California’s south Orange County, San Juan Capistrano is a charming city of 35,000 that traces its roots to the earliest inhabitants of the land. Today it is a community that offers a unique blend of historic charm and modern amenities. Known for its iconic Mission San Juan Capistrano, a historic landmark from the late 18th century, the city is rich in cultural heritage, vibrant community spirit, and home to a thriving downtown and award-winning restaurants.

San Juan Capistrano boasts an excellent quality of life, with a mild Mediterranean climate, stunning natural surroundings, and a strong sense of community. Additionally, the city is home to the top-rated schools of Capistrano Unified School District and some of the premiere private schools in Orange County.

The Organization
The City of San Juan Capistrano operates as a Council-Manager form of government. The five Council members represent districts and serve alternating four-year terms. The Mayor and Mayor Pro Tem positions are filled by sitting Council members by a vote of the majority of members. San Juan Capistrano has benefited from consistent and stable Council and City Manager leadership and a positive financial position. The FY 2024-25 operating budget reflects $60M in revenues, $50M in expenditures, and a fund balance exceeding target reserve levels. Significant capital projects, including a new City Hall and City Council Chamber, rehabilitation of over 30 miles of local streets, and construction of three new park facilities are just a few of the recently completed and ongoing efforts within the community. Major upcoming capital projects include construction of a skatepark, bridge replacement, roadway and storm drain infrastructure, as well as beautification and accessibility enhancements in the historic downtown. The FY 2024-25 CIP budget totals $9M; the seven-year CIP budget reflects over $43M of projects funded by various fund sources.

The Engineering and Environmental Services Director will join an engaged, experienced and collaborative Executive Team.

The Department
To support the City’s ambitious Capital Improvement Program and create efficiencies within the organization, as of July 1, 2024, the City of San Juan Capistrano’s organizational structure will include a new Engineering and Environmental Services Department of eight full-time and one part-time staff. By elevating the Engineering Division of the Public Works Department into the Department of Engineering and Environmental Services, San Juan Capistrano is focusing its resources to address the increasing complexities of the regulatory environment, support the review of private development, deliver on a sizable capital work plan, and steward the environmental needs of the community. It’s an exciting time to join the organization and lead a new Department responsible for successfully managing and maintaining a dynamic portfolio of projects, infrastructure and development.

The Position
The City of San Juan Capistrano is seeking an Engineering and Environmental Services Director who will have the unique opportunity to establish, plan, direct, manage, and oversee the activities and operations of this new City department and to participate as an active member of the City’s Executive Team. The successful candidate will be expected to provide strong leadership, deliver high-quality and cost-effective projects, maintain first-rate infrastructure, and ensure compliance with sustainability and environmental regulations. To achieve these objectives, the successful candidate will effectively manage a Department that encompasses civil and traffic engineering, environmental services,
The Ideal Candidate

The ideal candidate will serve as the Department Director - shaping, leading, and managing a new Department - while fulfilling the responsibilities of City Engineer. To be successful in the position, candidates are expected to possess skills in multiple disciplines, including engineering analysis, traffic engineering projects, capital project development and management, environmental services and review processes, including CEQA and NEPA, and public agency administration. Equally important as the candidate's technical skills are their problem-solving, communication, and interpersonal skills. A positive, confident and engaging demeanor is desired. This position will prepare numerous comprehensive and complex staff reports, and it is expected to provide effective presentations to the City Council and the public and ensure the provision of high-quality customer service. An individual who demonstrates a collaborative working style and an eagerness to mentor, support, and develop high-performing staff while effectively managing and delivering their scope of projects is an ideal candidate.

Experience/Education Requirements

A typical way to demonstrate the knowledge and abilities required for the position would be to possess six years of municipal civil engineering experience and be a licensed professional civil engineer in California, with two years of managerial and supervisory experience, and experience in water quality and other environmental compliance matters. Additionally, education equivalent to a Bachelor's Degree from an accredited college or university with major coursework in civil engineering or a related field is sought. A Master's Degree is desirable. A current, valid California Class C driver's license is required.

Compensation

The five-step salary range for this position is $175,236 to $213,000 annually, and placement will be based on qualifications and experience. This is an exceptional opportunity for any qualified applicant, including a CalPERS retiree who desires to continue working in municipal government, as CalPERS retirees may work for an OCERS agency without limitations. In addition to the salary, the City provides a robust benefits package which includes:

- Retirement: Enrollment in Orange County Employees Retirement System (OCERS) is required. Employees entering a public retirement system on or after 01/01/2013 fall under OCERS’ PEPRA plans and choose between the defined benefit retirement formula of 2.5% at 67, or a hybrid plan of 1.62% at 65 combined with a 401(a) defined retirement contribution plan.
- Public employees with OCERS or prior reciprocal service fall under the 2.0% at 57 retirement formula.

CalPERS Reciprocity: OCERS and CalPERS are reciprocal retirement systems. Reciprocity is established for members who terminate employment with one public retirement system, leave their funds on deposit, and enter another reciprocal retirement system within 180 days. Reciprocal benefits are designed to allow employees who transfer between public retirement systems to preserve and enhance their total retirement benefits.

CalPERS Retirees: CalPERS retirees may work for an OCERS agency without limitations.

Social Security: The City does not participate in Social Security.

457 Deferred Compensation Programs: The City contributes $250/month toward the employee’s 457 deferred compensation account, and employees may elect to have a portion of their salary deferred, tax-free, to their 457 account.

Health Insurance: The City currently offers eleven CalPERS medical plan options, with the City paying 100% of the monthly premium for employee and dependent coverage for nine of the eleven plans available.
Employees who provide proof of group medical insurance coverage may opt out of medical coverage and receive $400 monthly.

**Dental and Vision Insurance:** City-paid coverage for employees and their eligible dependents through Aetna Dental and Vision Service Plan (VSP).

**Employee Assistance Program (EAP):** Life Assistance Program through New York Life

**Retiree Health Savings (RHS) Account:** Employee pre-taxed contributions in the amount of $225/month to the employee’s RHS account are required.

**Life Insurance:** Two times annual salary, plus $20,000, up to a maximum of $500,000.

**Short and Long-Term Disability:** Disability coverage or income projection up to 2/3 of salary due to a non-work-related disability, injury, or illness, up to a maximum percentage of salary.

**Automobile and Cell Phone Allowance:** $225/month automobile allowance, and $80/month cell phone allowance.

**Holidays:** 12 holidays, plus 20 floating holiday hours pro-rated during the first year based on hire date.

**City Hall Holiday Closure:** City Hall is closed Christmas Eve through New Year’s Day.

**Vacation:** 184 hours annually, pro-rated each pay period and with no cap.

**Administrative Leave:** 80 hours annually, pro-rated each pay period.

**Sick Leave:** 96 hours annually, pro-rated each pay period and with no cap.

**Tuition Reimbursement:** $5,000 available annually for a degree from an accredited college, university, or certification program, based on a total possible Citywide pool of $35,000.

**Flexible Spending Account (FSA):** Optional participation in a medical and/or dependent care flexible spending account, which allows pre-taxed salary redirection for non-reimbursable medical expenses and for eligible child, elderly, and dependent care.

**Work Schedule:** 9/80 work schedule: Mondays–Thursdays and alternating Fridays.

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**Search Schedule**

Filing Deadline: August 11, 2024

Applications will be accepted for a limited time. This date has been confirmed, and it is recommended that you mark your calendar accordingly.

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**The Recruitment Process**

To apply for this exciting and special career opportunity, please submit a cover letter and resume to:

**City of San Juan Capistrano**

Human Resources Department

hr@sanjuancapistrano.org

Peckham & McKenney

Please do not hesitate to contact Danielle Noble toll-free at (866) 912-1919 if you have any questions regarding this position or the recruitment process.