

Compensation

This compensation package currently includes:

Benefits: The City currently provides Medical, Dental and Vision Insurance options for employee and all qualified dependents with a minimal employee contribution. The City also offers a \$50,000 paid life insurance policy for the employee. The additional benefits available at the employee's expense include: voluntary life, accident, critical illness, cancer and short-term disability insurance, in addition to a flexible spending account.

Retirement: San Bernardino County Employees' Retirement Association (reciprocal with CalPERS)—The City currently offers a formula of 2% @ 55 with prior qualifying public service or effective January 1, 2013 a formula of 2.5% @ 67 for new participants.

- Holidays: 96 hours of holiday leave/year
- Vacation: 80 hours/year
- Optional 9/80 Alternative Work Schedule
- Sick: 88 hours/year
- Personal Day: 24 hours/year

Please submit your completed and signed City application to:

City of Big Bear Lake, Attn: HR
P.O. Box 10000
Big Bear Lake, CA 92315
(909) 866-5831

www.citybigbearlake.com

EMAIL: bblhr@citybigbearlake.com

Incomplete applications will not be processed. Resumes, copies and/or facsimiles will not be accepted in lieu of City application forms.



The Selection Process

Following administrative review of applications, those candidates whose qualifications best match the City's needs will be invited to participate in the selection process, which may include a review of prior work products, written examinations, and a panel interview appraisal. Candidates must pass each phase of the selection process in order to be eligible to continue to the next phase. The position will be filled by selection of a qualified candidate. All applicants will receive notification of completion of the selection process.

All job offers are contingent upon applicant passing a background investigation including a criminal history investigation through the California Department of Justice, background verifications and a job-related pre-employment physical examination.

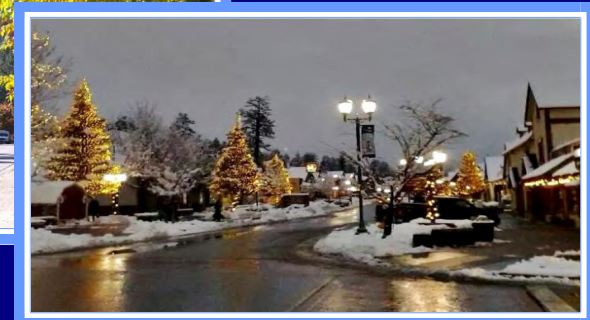
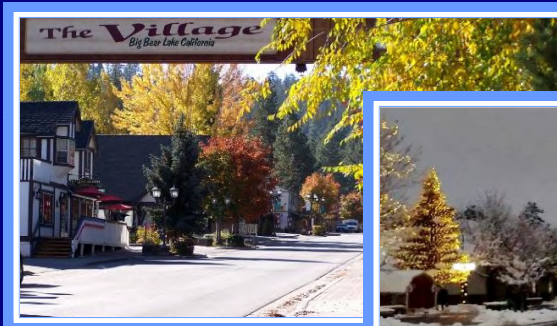
Employment is contingent upon verification of the eligibility to work in the United States. Immigration law provides that all persons hired after 11/06/1986 are required to present original documents within 3 business days of hiring which show satisfactory proof of identity and US employment eligibility.

To comply with applicable laws ensuring equal opportunities to qualified individuals with a disability, the City will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result. The individual with the disability should specify what accommodation he or she needs to perform the job. The City will then conduct an investigation to identify the barriers that make it difficult for the applicant or employee.

CITY OF BIG BEAR LAKE



Invites Applications For An
Assistant Engineer
Annual Salary \$74,818—\$90,938
OPEN UNTIL FILLED



EXCELLENT CAREER OPPORTUNITY IN A BEAUTIFUL MOUNTAIN RESORT
ENVIRONMENT SURROUNDING A MAGNIFICENT ALPINE LAKE

The Position

This position will assist in the preparation of plans and specifications for the construction of Public Works infrastructure projects, research project design requirements, prepare estimates of time and material costs related to construction, and assist with the preparation of bid documents for public improvement, maintenance and construction projects. In addition, it will provide general engineering support services, such as; maintaining the GIS/computerized mapping system, performing field project inspections, assisting citizens at the Engineering counter and calculating/issuing permits associated with the Engineering and Public Works Divisions. Also, this position will research grant opportunities, assist with the preparation of grant proposals and monitor existing grant programs for compliance with regulations and reporting requirements. This position reports to the Director of Public Works & Engineering.

MISSION

SECURE OUR FUTURE THROUGH A PROACTIVE, OPEN AND RESPONSIVE GOVERNMENT FOCUSED ON INFRASTRUCTURE, DEVELOPMENT STANDARDS, PUBLIC SAFETY AND COMMUNITY PRIDE FOR OUR RESIDENTS, VISITORS AND BUSINESSES.



Education & Experience

- ⇒ A bachelor's degree in Civil Engineering or related field from an accredited college/university is required.
- ⇒ Possession of an Engineer-In-Training (EIT) License from the State of California is encouraged, but not required.
- ⇒ At least two (2) years of related experience in plan checking, design, construction and contract management of public works projects is desired.

Ideal Candidate

The ideal candidate will be knowledgeable about the principles of Civil Engineering, plans and specifications for Public Works projects, federal/state/local laws and regulations related to project development, the public bid process, cost estimation, and the methods, materials and techniques used in the construction of Public Works projects. Also, they will have experience working with engineering related software such as the Autocad and ArcGIS programs. In addition, they will establish positive working relationships with representatives of community organizations, state/local agencies, consultants, members of the public, and will communicate effectively both verbally and in writing. The candidate will be able to exercise sound judgement and will be able to analyze problems, identify alternatives and solutions, project consequences of proposed actions and implement recommendations in support of departmental/project goals and work plans.



The Community

The City of Big Bear Lake is known for its natural beauty and crisp, clean, alpine air. Located approximately 45 miles northeast of Ontario International Airport in the heart of the San Bernardino National Forest, Big Bear Lake covers 3,000 surface acres and contains 23 miles of shoreline. At the center of Big Bear Lake is the "Village," which hosts a variety of restaurants, family owned shops, and art galleries. Approximately two hours from Los Angeles or Palm Springs, Big Bear Lake offers numerous recreational opportunities including boating, sailing, fishing, hiking, camping, mountain biking, horseback riding, golfing, skiing and snowboarding. Big Bear Lake hosts numerous events throughout the year including the 4th of July Fireworks show, Oktoberfest, concerts, bicycle races, triathlons, marathons, art festivals, car shows, trout classics, and ski/snowboard competitions.

GOALS

CONTINUE HIGH LEVELS OF COMMUNITY RELATIONS WHICH FURTHER INCREASE THE PUBLIC'S CONFIDENCE AND TRUST IN CITY GOVERNMENT. ENSURE LONG-TERM FINANCIAL VIABILITY OF THE CITY THROUGH EFFECTIVENESS, EFFICIENCY AND ACCOUNTABILITY WITHIN THE ORGANIZATION. ENHANCE OPPORTUNITIES FOR RECRUITMENT AND RETENTION OF OUTSTANDING EMPLOYEES BY IMPROVING THE WORKING ENVIRONMENT, RELATIVE TO TECHNOLOGY AND TRAINING, FOR CITY EMPLOYEES. CONTINUE TO FOCUS SPECIFIED RESOURCES OF THE CITY ON CONSTRUCTING, REPAIRING AND MAINTAINING MAJOR CAPITAL IMPROVEMENTS, INFRASTRUCTURE, AND PUBLIC SAFETY NEEDED TO SERVE THE COMMUNITY. PROMOTE THE COMMUNITY'S TOTAL ECONOMIC VITALITY FOR THE BENEFIT OF ALL STAKEHOLDERS.

The Organization

The City of Big Bear Lake was incorporated as a Charter City in 1980 and operates under the Council-Manager form of government. Five City Council members are elected at-large for four-year overlapping terms. The Mayor is chosen on an annual basis from the members of City Council.

The City has a staff of approximately 60 employees. The Civic Center and a 398-seat state-of-the-art Performing Arts Center devote 20,310 square feet to government offices and 1,344 square feet to a community meeting area. The Performing Arts Center is dedicated to multi-purpose functions, featuring community theater presentations and live entertainment performances.

VISION

PROVIDE AN EXCEPTIONAL MOUNTAIN RESORT EXPERIENCE FOR VISITORS AND RESIDENTS.



The City of Big Bear Lake is an equal opportunity and ADA employer. Women, minorities and persons with disabilities are encouraged to apply. The work environment is drug, alcohol and smoke free.