The City of
MADERA

JOIN OUR TEAM!

Are you…

An experienced capital projects manager?

Someone who wants to be a part of beautifying and improving Madera's community amenities?

Someone who takes pride in a job well done?

Ready for the next step in your career?

NOW RECRUITING FOR:

Parks Project Manager

Annual Salary: $80,502 - $102,739

* 2% COLA's July 2024 and January 2025 *

* $1,500 lump sum July 2024 *

* 5% pay incentive for Master's Degree *

PRIMARY RESPONSIBILITIES

The **Parks Project Manager** is a division manager within the Parks and Community Services Department focused on capital project management and oversight of the parks and landscape maintenance division. The incumbent assists in implementing the City's capital improvement plans that include community and neighborhood facilities, bicycle and hiking trails, and open space preservation. This includes acting as project liaison and or inspector to monitor project schedules, work progress, and conformance with City standards; reviewing landscape, engineering, and or architectural features of proposed construction and rehabilitation projects; and estimating and monitoring project budgets.

QUALIFICATIONS

Experience: Three (3) years of full-time experience in construction management and capital project management, including one (1) year of supervisory experience.

Education: Bachelor's degree in landscape architecture, civil engineering, construction management, or a closely related field.

Licenses: Possession of, or ability to obtain, a valid class C California Driver's License.

EXAMINATION PROCESS

Only those applicants who meet the qualification standards of this position by the application filing deadline will be allowed to participate in the examination process. Examination scores determine standing on Civil Service eligibility lists. The City Manager, upon recommendation of the department head, will make the final selection and appointment from the established eligibility list.

The examination process may consist of the following parts: *Application Package Review*: Qualifying Only; *Oral Interview*: 100% Weight Value. Candidates must earn a score of 70% or higher to be considered for the eligibility list.

Applicants who require special examination accommodations due to a disability should contact the Human Resources Department five (5) business days prior to any scheduled examination at (559) 661-5401. Applicants may be eligible for Veteran's Preference Points (5 points) and should attach a DD214 to their employment application for consideration of this preference.

APPLY BY: 3:00 pm, Friday, February 2, 2024

learn more @ madera.gov/apply

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COMPENSATION & BENEFITS

SALARY

Compensation and benefits for the Parks Project Manager position are defined in the Memorandum of Understanding between the City and the Mid Management Bargaining Unit, as well as the City's Personnel Rules. The City's payroll is on a bi-weekly schedule, with 26 paychecks per year. The bi-weekly steps within the salary range for this position are shown below.

	Effective 12/30/2023	Effective 6/15/2024	Effective 12/28/2024
Step A	$3,096.23	$3,158.15	$3,221.32
Step B	$3,251.18	$3,316.20	$3,382.53
Step C	$3,413.85	$3,482.12	$3,551.77
Step D	$3,584.24	$3,655.92	$3,729.04
Step E	$3,763.45	$3,838.72	$3,915.49
Step F	$3,951.48	$4,030.51	$4,111.12

LIFE INSURANCE

The City provides a $25,000 life and accidental death and dismemberment policy along with $5,000 dependent life. The employee may purchase additional supplemental life insurance for him/herself, spouse and/or dependents.

LONG TERM DISABILITY

This city paid benefit provides up to 2/3-income protection.

BILINGUAL INCENTIVE

English/Spanish for qualifying individuals and positions after passing annual bilingual test.

DEFERRED COMPENSATION

The City offers a paid/vested contribution of 4.2% of base pay to one of two 457 plans offered to the employee. In addition, the employee may also contribute, though not required.

EDUCATION INCENTIVE

- 5% of base pay for a job-related Master's Degree
- 7% of base pay for a job-related Doctorate Degree

EDUCATION REIMBURSEMENT

Up to $2400/fiscal year for college coursework with prior approval from your Department Head.

LONGEVITY PAY

Mid Management employees are eligible for additional scheduled pay, up to 10%, for additional years of service after reaching Step F of the assigned salary range.

RETIREMENT

The City participates in the CalPERS defined benefit retirement system. Retirement formulas and contributions are as follows. The terms "Classic Member" and "New Member" are as defined by CalPERS.

Classic Members employed with the City prior to 10/20/2012

- 2.5% at 55 formula, single highest year final compensation
- Employee Contribution paid by the employee pre-tax: 3.375 %

Classic Members employed with the City on or after 10/20/2012

- 2% at 60 formula, average three year final compensation
- Employee Contribution paid by the employee pre-tax: 3.375%

New Members employed with the City on or after 1/1/2013

- 2% at 62 formula, average three year final compensation
- Employee Contribution paid by the employee pre-tax: 7.75%

HEALTH INSURANCE

The City contributes a monthly amount for the employee to use to purchase health, dental and vision coverage. For medical coverage, the City contracts with Anthem Blue Cross or Kaiser. Dental insurance is through Delta and vision coverage is through Superior. The City's contribution covers the full premium for the Core plans, with employees having the option to "buy-up."

EMPLOYEE ASSISTANCE PROGRAM

The City of Madera offers an employee assistance program or employees and dependents that provides counseling and other services for dealing with life's challenges at no cost to the employee.

PAID LEAVE

The City of Madera offers a generous paid leave program, including paid holidays, sick leave, vacation, and administrative leave. For 2023 and 2024, non-emergency City services close for any normal work days between Christmas Day and New Years Day. Employees receive their normal pay as if they had been at work during the closure.

GENERAL INFORMATION

Applications may be obtained from the City's website www.madera.gov/apply or by calling the City's Human Resources Department at (559) 661-5401. Applications must be submitted to the City's Human Department prior to the application deadline. Appointment will be contingent upon an extensive background check, pre-employment physical and drug screen. The City of Madera is an equal opportunity, drug free, and affirmative action employer.