



Assistant City Engineer

City of Tustin



THE COMMUNITY

Remembering what connects us.

Tustin (pop. 79,326) is located just 37 miles southeast of Los Angeles, in the heart of Orange County, and offers an exceptional quality of life complemented by an ideal Southern California climate. This vibrant City of Trees is characterized by quality neighborhoods, low crime, superior schools, premium parks and recreation facilities, and cultural and entertainment amenities.

Tustin encompasses just over 11 square miles and is conveniently located near numerous regional attractions - beaches, performing arts centers, and recreational facilities. Community events, such as the Old Town farmer's markets, the Tustin Street Fair and Chili Cook-Off, the long-running Tustin Tiller Days, and the new summertime Sunset Market in Old Town contribute to the City's charm. The District, Tustin Marketplace, Tustin Auto Center, and picturesque Old Town Tustin, born in the late 1800s and in the midst of a major revitalization project, are all bustling centers of the City's cultural and economic vibrancy.

Celebrating history with a commitment to the future, Tustin is home to over 28,000 housing units and a diverse industrial commercial base that includes multinational corporate headquarters, thriving regional and neighborhood retail centers, flexible technology centers, computer component development, and manufacturing. The City is building on its rich history by developing Tustin Legacy, a 1,600-acre community on the former Marine Corps Air Station.

Tustin Unified School District has an outstanding reputation for quality public education, while numerous higher educational opportunities are located nearby, including the University of California, Irvine; California State University, Fullerton; and Chapman University.

CITY GOVERNMENT

The City of Tustin was incorporated in 1927 as a General Law City operating under a Council-Manager form of government. The City Council is comprised of five members, with a Mayor elected at large and four Councilmembers elected by district. The City Council appoints the City Manager, City Attorney, and members of various boards and commissions. The City Manager appoints all Department Heads and is responsible for the day-to-day management of the City.

Tustin provides an array of public services, including police, public works, parks and recreation, planning, building, and all traditional forms of management support. The City contracts with Orange County Fire Authority for fire prevention/suppression and emergency services, and City Attorney services are delivered contractually by a private firm specializing in local government. Tustin is supported by 338.5 FTE and operates on a biennial budget. The FY 2026-27 General Fund budget is approximately \$123 million (total budget of \$247.9 million).

It is the mission of the City of Tustin to provide effective, high-quality services that foster safety, quality of life, and economic vitality throughout the community. To learn more, visit www.tustinca.org.

TUSTIN PUBLIC WORKS DEPARTMENT

The City of Tustin Public Works Department consists of three divisions: Administration, Operations, and Engineering. The Department is responsible for designing, constructing, operating, and maintaining the City's infrastructure and right-of-way, is supported by 81 employees, and manages a FY 2026-27 operating and maintenance budget of \$19.1 million, in addition to a \$22.1 million Water Enterprise budget.

The Engineering Division designs and delivers the City's Capital Improvement Program (CIP), managing approximately \$50-\$60 million in capital projects annually. The City's seven-year CIP includes more than \$150 million in local improvements, with an additional \$370 million in future infrastructure investment planned for Tustin Legacy.

The Division also supports development review, subdivision plans and maps, construction within the public right-of-way, local and regional traffic matters and transportation initiatives, and the City's National Pollutant Discharge Elimination System (NPDES) and water quality programs.

What distinguishes engineering in Tustin is the breadth of work found within a relatively compact organization. The Division supports the full range of infrastructure found in an established community, including streets, traffic, storm drains, active transportation, bridges, rehabilitation, and redevelopment, while also helping advance the continued buildout of the 1,600-acre Tustin Legacy and supporting the City's municipal water system. This combination offers an unusually diverse engineering environment and broad exposure to the infrastructure, development, and technical programs shaping Tustin's future.



THE OPPORTUNITY

Help Lead the Team Building Tustin's Future

Reporting to the Deputy Director of Public Works - City Engineer, the Assistant City Engineer is a newly created leadership position designed to strengthen the people, systems, and practices behind Tustin's Engineering Division. The Assistant City Engineer will be a leadership partner to the City Engineer, working closely with Principal Engineers and staff to support successful project delivery, strengthen technical and management practices, and build organizational capacity throughout the Division.

Supervising a team of twelve professional and technical staff, with six direct reports, the Assistant City Engineer will spend significant time coaching and developing employees, providing a second perspective on complex technical and management issues, strengthening processes and quality control, and translating strategic direction into effective execution. The position offers an opportunity for an accomplished engineer whose greatest impact comes not only from what they personally deliver, but from helping other engineers, inspectors, and technical professionals excel at what they do.

Key responsibilities for the position include:

- Providing technical and administrative leadership for major public works, facilities, and utility infrastructure, and other engineering programs and projects.
- Helping establish Division priorities and managing workload, staffing, and consultant resources.
- Developing and maintaining engineering standards, procedures, templates, quality assurance/quality control practices, and other tools that promote consistency, accountability, and efficient project delivery.
- Supporting the City Engineer in resolving complex technical and project delivery issues and providing technical guidance.
- Participating in the development and administration of the Capital Improvement Program budget, including preparing budgetary and project implementation data, monitoring expenditures, and preparing or directing the preparation of complex analytical, statistical, and narrative reports and recommendations.
- Coordinating environmental review and regulatory compliance across Division projects and programs, and providing guidance to staff in securing necessary permits and approvals from regulatory agencies.
- Overseeing water quality and related regulatory activities, including Water Quality Management Plans, environmental reviews, regulatory permitting, and coordination with regional agencies.
- Providing leadership and guidance in the negotiation and administration of professional services, right-of-way, and cooperative agreements and assisting with the identification and pursuit of outside funding for public works projects.
- Building effective relationships across City departments and with consultants, contractors, property and business owners, regulatory agencies, regional partners, and the community.
- Preparing and presenting reports and recommendations to the City Council, boards, commissions, outside agencies, and other governing bodies.

The Assistant City Engineer will also serve as Acting Deputy Director of Public Works – City Engineer when assigned, providing an excellent opportunity to gain broad exposure to the leadership and management of a full-service municipal engineering operation.

THE IDEAL CANDIDATE

Tustin is seeking an accomplished engineering professional and people-centered leader who combines strong technical expertise with sound judgment, emotional intelligence, and exceptional interpersonal skills. The ideal candidate will be a confident and trusted partner to the City Engineer, comfortable exercising independent judgment and making decisions when needed while knowing when an issue warrants further discussion.

Central to this role will be the ability and desire to invest in people. Tustin is looking for a leader who understands that their impact will be measured not only by the quality of their own work, but also by their ability to make the professionals around them more capable, confident, and effective. With engineers at varying stages of their careers, the Assistant City Engineer will be visible, accessible, and actively engaged with staff, providing coaching, mentoring, technical guidance, and the support employees need to grow into increasingly responsible roles. The successful candidate will recognize that developing people is an essential part of delivering projects successfully and maintaining a strong, sustainable Engineering Division.

The ideal candidate will also bring a continuous improvement mindset, identifying opportunities to strengthen processes, standard operating procedures, training, quality assurance/quality control, and consistency in project delivery. Strong consultant management skills will be essential, including the ability to establish clear expectations, critically review work product, hold consultants accountable, and ensure the City receives high-quality work.

Tustin's Engineering Division operates in a dynamic, fast-paced environment. The successful candidate will be comfortable maintaining momentum while recognizing when additional analysis, time, resources, or staff engagement may be necessary. They will have the confidence to speak up, ask thoughtful questions, challenge assumptions constructively, and offer a different perspective when doing so will lead to a better outcome. Above all, the Assistant City Engineer will be a thoughtful and self-aware leader who can connect with a diverse team of professionals and adapt their approach to different personalities and circumstances. They will look beyond the purely technical aspects of an issue and consider organizational, operational, community, and broader City priorities when developing recommendations. Collaborative yet decisive, this individual will help translate strategic direction into effective execution, strengthen leadership capacity throughout the Division, and help position the Engineering team for continued success.

The position requires a bachelor's degree in civil engineering or a related field and six years of professional civil engineering experience, including at least three (3) years in a supervisory or management capacity, and registration as a Professional Civil Engineer in California. Related municipal government experience is desirable.





COMPENSATION & BENEFITS

The salary range for this position is \$146,390 - \$197,100. Appointment within the range will be DOQE. In addition to salary, Tustin offers an attractive benefits package that includes but is not limited to:

- **Retirement** – Classic CalPERS members will be enrolled in the 2% @ 60 plan, with an employee contribution of 10% (pre-tax). New CalPERS members will be enrolled in the 2% @ 62 plan, with an employee contribution of 7.25% (pre-tax). The City does not participate in Social Security, though participation in Medicare is mandatory (1.45% employee contribution).
- **Deferred Compensation** – Employees may voluntarily defer earnings, on a pre-tax basis, into a 457(b) deferred compensation plan. The City matches the deferred compensation contribution, up to a maximum of 2% of employee salary, into a 401(a) deferred compensation plan.
- **Flexible Benefits Plan** – The City provides a specific dollar amount to each employee to use for the purchase of individual or family health coverage, dental plans, vision coverage, additional life insurance, and other optional benefits. The benefit amount for family coverage is \$2,550 per month.
- **Holidays** – 13 paid holidays per year.
- **Administrative Leave** – Up to 80 hours each year.
- **General Leave** – Accrue 4 – 6 weeks of combined vacation/sick leave per year based on years of service. Prior years of service will be considered in determining accrual rate. The City offers generous accrual caps and cash out provisions.
- **Life Insurance** – City paid premium; death benefit of \$200,000.
- **Tuition Reimbursement** – Reimbursement of up to \$4,000 per calendar year for graduate school, four-year college or university, or a job-related program.
- **Bilingual Pay** – \$100 per month to employees in designated positions who demonstrate conversational skills in Spanish or another language necessary for City business.
- **Retiree Health Insurance** – Employees who retire from City with 10 years of full-time service and continued enrollment in City's health plan are eligible for reimbursement of \$350 per month, plus the PEMHCA statutory minimum (currently \$162 per month), toward retiree health insurance costs.
- **Short & Long-term Disability Insurance** – Program for non-industrial illnesses or injuries maintained by the City.

- **Other benefits** – 9/80 work schedule and telecommuting options; cell phone stipend; Dependent Care and Medical Care reimbursement accounts, Supplemental Life Insurance, and Supplemental Catastrophic Care Insurance are available on a voluntary employee-paid basis.

APPLICATION & SELECTION PROCESS

This recruitment will close at 11:59 pm on **Sunday, October 11, 2026**. To be considered for this opportunity, upload your cover letter, resume, and list of six professional references using the "Apply Now" feature at www.tbcrecruiting.com.

TB & CO.

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Following the closing date, resumes will be screened in relation to the criteria articulated in this brochure. Applicants with the most relevant qualifications will be granted preliminary interviews by the consultants. Candidates deemed to be the best qualified will be invited to participate in additional interviews in Tustin. A selection is anticipated shortly thereafter following completion of extensive background and reference checks. Please note that references will not be contacted until the end of the process and, at that time, will be done in close coordination with the candidate impacted.

