



# City of Milpitas

We invite applications for the position of:

## Capital Improvement Projects (CIP) Manager

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**Annual Salary Range:** \$114,736 - \$160,631

**Post Date:** February 22, 2018

**Close Date:** Open until filled

### Why Work for the City of Milpitas?

Located at the southern tip of the San Francisco Bay, the City of Milpitas is a dynamic community that is an integral part of the high tech Silicon Valley. With a much diversified resident population of 72,606, Milpitas features quality schools, conveniently located neighborhood parks and shopping centers. The role of every employee is to be committed to accomplishing the community's vision by providing fiscally sound, superior services.

You will be joining a community of 328 professional employees as diverse as the city they support. We are privileged to have such a unique workforce and to foster an environment that encourages those differences. We believe in supporting our employees' abilities and desires for professional growth, to better support retention and commitment throughout all career stages. Milpitas employees are proud and know that their contributions make a difference to the community as well as to their own career. We encourage you to check us out: <http://www.ci.milpitas.ca.gov/>

### The Opportunity

The City's ideal candidate is an experienced professional who has successfully managed the completion of major capital improvement projects and related municipal improvements. The CIP Manager is a key position that oversees, manages, and implements the City's Capital Improvement Projects program.

### What You Will Do

- Work with the City Manager, the City Engineer, Assistant City Engineer, and other staff, to develop and implement the City's Capital Improvement Program (CIP).
- Assist in the development and application of the Design & Construction section policies, following general guidelines or professional/administrative standards in accomplishing assignments.
- Perform project management of design and construction of major and minor capital improvement projects.
- Prioritize and direct the work of the City CIP and be responsible for quality, schedule and cost control; work closely with the City Engineer and other staff to coordinate CIP work.
- Interpret and apply relevant codes, ordinances, rules and regulations.
- Meet and confer with developers, contractors, engineers and the general public relative to City policies, regulations, and procedures; coordinate discrepancies and problem situations with outside parties.
- Review work with and present to City Council, various Commissions, and City management.
- Prepare and issue Request for Proposals (RFPs) to engage qualified consultants in contracts.



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- Hire, train, supervise, and evaluate employees.
  - Perform other related duties as assigned

### Experience and Education

Bachelor of Science degree from an accredited college or university in civil engineering **AND** five years of increasingly responsible civil engineering experience, which includes acting as the lead in the successful completion of several major capital improvement projects, including buildings, roadways, parks, utilities, and related municipal improvements. Experience must include preparation and analysis of schedules and budgets for major capital improvement projects.

### License and Other Requirements

- Registration as a Professional Civil Engineer in the State of California.
- Possession of, or an ability to obtain and maintain, a valid driver's license from the State of California.

### Special Requirements

Work is performed primarily in an office environment and exposure to outdoor elements when conducting field reviews at existing city facilities, proposed project sites and construction sites; extensive use of the telephone, radios, and computers with repetitive keyboarding; ability to walk on uneven ground; drive to various locations daily; ability to work safely in a hard hat construction zone; some exposure to construction and municipal public works related chemicals and products.

### Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

### To Apply

Submit completed application, resume, copies of required certificates (if applicable) online at [www.calopps.org](http://www.calopps.org) or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

A complete job description is available on the City of Milpitas website at [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov).

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require alternate communications, please contact Human Resources at (408) 586-3090.



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### **Benefits**

The City provides an excellent array of benefits that includes the following. This position is represented by the Mid-Management/Confidential bargaining group. Benefits Information is available online at:

<http://www.ci.milpitas.ca.gov/milpitas/departments/about-human-resources-2/benefits/>

<http://www.ci.milpitas.ca.gov/wp-content/uploads/2016/02/Unrepresented-MOU.pdf>

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090. The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change. The City reserves the right to close or re-open the recruitment at any time.