



Annual Salary Range:
\$152,199-\$213,078

Welcome to 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 resident population of 75,521, Milpitas features quality schools, conveniently located neighborhood parks, and shopping centers. The City of Milpitas is a full service City with water utility, sewer utility, police and fire services. Every employee is to be committed to accomplishing the community's vision by providing fiscally sound, superior services.

You will join a community of 339 employees as diverse as the city we 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. We encourage you to visit us: <http://www.ci.milpitas.ca.gov/>

Recruitment Timeline:

This position is Open until Filled.
First Resume Review:
Week of 10/2/2017
Screening Interviews:
October 2017

Engineering Director/ City Engineer

CITY OF MILPITAS, CALIFORNIA

The Engineering Director/City Engineer plays a key role of visibility within the community and demonstrates a strong commitment to customer service. The successful candidate will be action-oriented and committed to excellence, balancing the demands of new development and regional projects, and have the ability to develop clear goals and objectives in alignment with the City's vision.

The candidate selected will possess exceptional interpersonal skills, an ability to effectively represent the City and communicate easily with a wide variety of audiences, as well as be able to facilitate divergent groups. He/She will take initiative, develop new ideas and solutions, and be open to suggestions from the community. It is expected that the Director will work independently yet keep the City Manager informed at all times. The Director will have proven leadership experience and abilities, and be capable of managing effectively in a team oriented environment.

The ideal Engineering Director/City Engineer will have the ability to successfully plan, organize, and direct the activities of a diverse department, and take it to the next level. A Bachelor of Science degree in civil or structural engineering from an accredited college or university along with seven years of recent, continuous, progressively responsible professional engineering experience, including three years at the mid-management/supervisory level in a public sector environment is required.

The Department:

The Engineering Department is dedicated to enhancing the quality of life in Milpitas with well-engineered City infrastructure projects and safeguarding the City's resources and the environment. Milpitas is home to the largest public works project in Santa Clara County with the Milpitas BART station and related improvements. The Engineering Department is updating the City's infrastructure for reclaimed water line mains and preparing upgrades and improvements to the water and sewer utilities, and augmenting the current water supply.

Engineering Services are incorporated and coordinated through the following sections: Land Development, Design & Construction, Special Projects, and Traffic & Transportation. The Engineering Department has 29 budgeted positions, and works closely with the Public Works and Planning Departments to provide oversight on Land Development Projects, including the recently unveiled Virgin Hotel and an additional 4,000 in-fill multi-family development project.

Milpitas is a rapidly changing city. Good engineering and design of all public improvements ensures that the City of Milpitas continues to serve our residents, businesses, visitors, and community at large with a safe and attractive City to live, work, and play.

The Organization:

Incorporated in 1954, this bustling general law city is supervised by a council-manager form of government. The Milpitas City Council is the decision-making body that appoints members to commissions that serve in advisory capacities. The Mayor is elected to two-year terms; council members have four-year seats. The City Council makes the ultimate planning and policy decisions for residents, and oversees the City's \$195 million budget. There are 14 advisory commissions on which residents can participate. Issues challenging the City and Commissions include development, quality of life, and traffic.

Knowledge of:

- Principles and practices of civil engineering administration as applied to the design and construction of public works facilities and projects.
- Technical, legal, and financial requirements relating to contracts and administration.
- Recent developments, current literature, and sources of information regarding civil engineering and public works.
- Codes, ordinances, resolutions, and laws affecting the operation of the Engineering.
- Applicable Federal, State and local laws, rules, and regulations related to engineering and the development and construction of public works projects.
- Methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to street, water, sanitary sewer, storm sewer, traffic signals, lighting, and landscaping systems.
- Principles of organization, administration, budget, and personnel and office management.

Ability to:

- Plan, organize, direct, and review the activities of a large City Department.
- Make complex engineering calculations and prepare engineering plans and specifications.
- Coordinate, schedule, and program work on a long-term basis.
- Communicate effectively, orally and in writing.
- Prepare and administer a department budget.
- Prepare accurate and comprehensive reports.
- Draft contract documents and administer the same.
- Provide outstanding customer service to the public, regulatory agencies and City staff.
- Establish and maintain positive and effective working relationships with City staff, developers, consultants, engineers, and the general public.

Services Provided by the Engineering Department:

- Implementation of Capital Improvement Program (CIP) projects
- Review of private land development projects
- Management of National Flood Insurance Program
- Management of special assessment districts
- Flood control protection
- Issuance of encroachment Permits
- Management of City's traffic & roadway network
- Public works inspections for public works and private land development projects
- Management of urban water runoff pollution control program
- Management and delivery of safe potable drinking water
- Preservation of our environment through recycling and waste management
- Delivery of recycled water and collection of wastewater

Benefits**RETIREMENT**

Membership in CalPERS (2% at 60 or 2% at 62 with three year average salary).

MEDICAL INSURANCE

Choice of CalPERS Medical Plans. City pays for coverage up to the Kaiser rate (currently \$1906.81/mo. for family).

DENTAL & VISION

City provides full family coverage for dental and vision at no cost to the employee.

LIFE INSURANCE

City provides \$50,000 term policy.

DEFERRED COMPENSATION

City contributes \$75 per month on the employee's behalf.

VACATION

Employees earn 16-36 days of vacation based on years of service.

ADMINISTRATIVE LEAVE

Employees accrue five (5) hours for each full pay period worked.

HOLIDAYS

Employees receive 12 paid holidays and one (1) floating holiday per year.

SICK LEAVE

Employees earn 12 days annually.

TUITION REIMBURSEMENT

Employees are eligible to receive up to \$ 1,400 per fiscal year in tuition reimbursement.

The City also offers a flexible benefits plan, employee assistance program, and other voluntary insurance.

The Recruitment Process:

Submit application, supplemental questions, resume, copies of required certificates (if applicable), on line at www.calopps.org or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd., Milpitas, CA 95035, (408) 586-3090.

Supplemental Questions:

In order to get a better sense of your writing skills and additional insights into your experience, please answer the following supplemental questions. Please limit your responses to no more than a single page per question and submit with your application materials. This recruitment is open until filled, with initial screening to occur the week of October 2, 2017.

1) Describe your experience motivating a multi-functional team of employees. In your response, include the techniques you used to ensure collaboration.

2) Describe your experience with budget management. In your response, identify the size of budget, your role in creating, interpreting, and tracking the budget.

3) Describe your experience in obtaining, coordinating and managing various budgetary accounts (operating and capital improvement). Be specific on what role you played in the budgetary process, including any outside funding sources you have obtained.