



# Engineering Division Manager

Outstanding Employment Opportunity





# Engineering Division Manager

## POSITION HIGHLIGHTS

1. Work in a dynamic environment, leading a large team of professional engineers and public works professionals
2. Play a key role in managing some of the biggest projects Citywide, in building and improving over \$1 billion of public infrastructure

## DESCRIPTION

The City of Thousand Oaks is excited to announce the creation of a *new* Engineering Division Manager position within the Public Works Department. This newly established role, has been created to further strengthen our commitment to infrastructure excellence and service.

Unlike similar roles in the City, this position has not been previously filled and offers a unique opportunity to shape and lead a critical division focused on engineering and construction of the City's critical infrastructure. Depending on the qualifications and experience of the selected candidate, this position will be responsible for overseeing complex engineering projects related to the City's water and

wastewater infrastructure, ensuring the continued reliability and advancement of these vital systems.

The Public Works Department is seeking an innovative and proactive Engineering Division Manager who will be responsible for leading and managing the design, engineering and construction management to advance and protect the capital investments in the City's critical public infrastructure.

## PRIMARY RESPONSIBILITIES

- Provide leadership to direct engineering and project management activities to advance challenging and comprehensive engineering capital projects.
- Provide strategic and tactical planning by leveraging knowledge of engineering while aligning with the City's overall goals.
- Drive continuous improvement through innovation and optimization of processes and procedures.
- Have extensive team-building skills, be results-oriented, and be a seasoned project manager with strong management skills.
- Work cooperatively with all City departments.
- Have superior interpersonal and communication skills that thrive in a fast-paced work environment.
- Understand the importance of effective public outreach and engagement.
- Developing, implementing, and monitoring long-term plans, budgets, goals, and objectives focused on achieving the department's mission and priorities.
- Directing the preparation of a variety of studies and reports relating to current and long-range City capital improvement needs.
- Managing the preparation of plans, specifications, designs, estimates, and schedules, coordinating inspections, and project monitoring programs.
- Making presentations to the Traffic Commission, Planning Commission, and City Council, as well as the public.



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## IDEAL CANDIDATE

The City of Thousand Oaks is preparing the organization for the future and the Engineering Division Manager must have a positive, forward-thinking perspective. The successful candidate must be an enthusiastic professional with strong management, interpersonal and leadership skills. The Engineering Division Manager is expected to be tactical, strategic, and have a big-picture perspective.

This position will play a critical leadership role in overseeing complex engineering projects related to the City's water and wastewater systems. The ideal candidate will have a strong background in civil engineering and project management with demonstrated experience in planning, design, and delivery of water distribution and wastewater collection infrastructure programs and projects. A deep understanding of regulatory compliance, asset management, and capital improvement planning is essential.

The selected candidate will also bring a collaborative management style, capable of fostering cross-departmental partnerships and leading multidisciplinary teams. A proven track record of mentoring staff, building resilient infrastructure programs, and effectively communicating with internal and external stakeholders, including City leadership, regulatory agencies, and the public is highly desirable.

## Recruitment Timeline

Recruitment Open.....July 3, 2025  
First Review of Applications.....July 31, 2025

The Engineering Division Manager must be committed to innovation, sustainability, and continuous improvement, aligning with the City's commitment to long-term service reliability and environmental stewardship.

## EDUCATION

A Bachelor's degree from an accredited college or university with major course work in civil engineering. A master's degree and PMP or CCM certification are highly desirable

## EXPERIENCE

Seven years of professional engineering experience, with two years spent in a supervisory capacity. Experience managing teams on Water and Wastewater Capital Projects is highly desirable.

## SPECIAL REQUIREMENT

A valid certification as a Civil Engineer issues by the California State Board of Registration for Civil and Professional Engineers is required.

## CORE COMPETENCIES

- Effective Communicator
- Strategic Thinker
- Problem Solver and Decision Maker
- Planner and Organizer
- Interpersonally Effective
- Skill and Career Development Coach
- Technically Knowledgeable

## SALARY

\$141,799 - \$212,607 annually



We're  
looking  
for you.

The City of Thousand Oaks is proud to be an Equal Opportunity Employer and welcomes applications from all qualified applicants!

Additional information about the City is available at our website: [www.toaks.gov](http://www.toaks.gov).