



We invite applications for the position of:  
**ENGINEERING MANAGER**  
**\$12,554 - \$14,964 MONTHLY SALARY**  
Plus a comprehensive benefits package

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**The City of San Mateo Public Works Department is looking for an  
Engineering Manager**

**Why Join our Department?**

When you join the Public Works Department, you will work among collaborative and energetic colleagues who share a passion for serving our San Mateo citizens and improving the community in which we live and work. Our team is comprised of individuals with diverse talents and experience in various fields. We will provide you with a wide range of opportunities in a team-based collaborative environment while helping you achieve your professional goals. Collaboration, Innovation, Respect, Creativity, Transparency and Informed Risk-taking are attributes within the City's mission, values and organizational principles that we are seeking in the candidates.

The City of San Mateo is a very progressive City that encourages staff and resident engagement to develop positive solutions that meet the demands of the community and regulatory landscape. To this end, the Engineering Manager will help lead efforts utilizing networking skills, strategic planning, and performance leadership to develop strategies and tactics to accomplish short and long-term project delivery, while sustaining the City's missions, visions and goals. The Public Works Department is committed to high performance levels and standards, utilizing best practices relative to performance management and team-oriented approaches. The Department supports staff development through a variety of internal and external training opportunities. The Engineering Manager role will include responsibility for ensuring the best possible performance of each employee and accomplishing the collective services, goals, projects, initiatives, and work plans of the Department and City.

Look to some of the reasons why the City of San Mateo is a great place to work: [https://www.youtube.com/watch?v=GTIzeSpc\\_g](https://www.youtube.com/watch?v=GTIzeSpc_g)

**What You'll Do**

The Engineering Manager will provide and participate in critical team leadership in assuring that all engineering services, goals, projects and initiatives meet the high-performance standards of the Department and City. Demands of this position will continue to evolve and change to respond to community needs. Adaptability and flexibility are important for success in this position.

The Engineering Manager receives general direction from the Deputy Director of Public Works or higher-level department personnel and exercises direct supervision over professional, technical and clerical staff.

Individuals with different engineering experience that meets other aspects of the Engineering Manager job specification are encouraged to apply and will also be considered in the recruitment process.

For a complete list of duties, reference our job specifications at [www.cityofsanmateo.org](http://www.cityofsanmateo.org)

**Who You Are**

- A highly motivated individual who possesses **knowledge** of principles and practices of civil engineering and administration as applied to the design and construction of public works facilities.
- An individual who possesses the **knowledge** of design methods of public works projects including the construction of streets, signals, lighting, parking, sewers, storm drains and wastewater system components.
- An individual who possesses the **ability** to make complex engineering calculations and to prepare and review engineering plans and specifications.
- An individual who possesses **knowledge** of applicable laws and regulatory codes related to subdivision mapping, land development and construction of public works projects.
- An individual who possesses the **ability** to communicate clearly and concisely, both orally and in writing, and deliver effective public presentations.
- An individual who desires to contribute to a positive work environment that fosters motivation, collaboration, coaching, and engagement of our workforce.

## What You Bring

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- You possess at least five (5) years of increasingly responsible administrative and supervisory professional public works engineering experience.
- You have the equivalent to a Bachelor's degree from an accredited college or university with major coursework in Civil Engineering or a directly related field.
- You have a certificate of registration as a Professional Civil Engineer in the State of California.
- You possess, or ability to obtain, a valid California driver license.

## Bonus Points (*highly desirable*)

- Supervisory experience training and mentoring staff on technical matters.
- Managing design and construction contracts and familiarity with preparation of specification following the California Department of Transportation's standard specifications format.

## ADA Special Requirement:

*Essential duties require the following physical abilities and work environment:* Ability to work in a standard office environment; walk to construction sites; exposure to outdoors.

## What We Offer

- Comprehensive benefits package including generous paid leave and health benefits
- CalPERS retirement 2% @ 55 with 1-year final comp for classic members; 2% @ 55 with 3-year average final comp for classic members hired after 12/9/12; 2% @ 62 with 3-year average final comp for new members hired after 1/1/13. Classic employees contribute 7.94% to CalPERS and New members contribute 6.75% to CalPERS
- Participation in the Social Security Program
- The City contributes 0.5% of base salary, and matches up to 1% of the employee's voluntary contribution, to a 457 Deferred Compensation Plan
- The City contributes 0.25% of base salary to a Retiree Health Savings Account
- Free Fitness classes through City of San Mateo Parks and Recreation, Employee Assistance Program and Credit Union Membership
- Bilingual Differential: \$90 bi-weekly (if applicable)
- Employees receive a housing allowance of \$200 per month.
- Employee housing loan up to \$7,500 for home purchase or rental move-in assistance in the City of San Mateo
- Vacation Leave of 20-25 days per year based on years of service; Executive Leave of 48 hours per year; and the City provides 13 Holidays per year (includes 3 floating holidays)
- This classification is represented by the San Mateo Management Association

## Are You Ready? Apply.

Submit an online application, résumé, and supplemental questionnaire at [www.calopps.org](http://www.calopps.org) or to the Human Resources Department, City of San Mateo, 330 W. 20th Avenue, San Mateo, CA 94403, (650) 522-7260.

## Application Deadline

*Recruitment will be opened until filled. This recruitment is subject to close at any time without notice. Applicants are encouraged to apply as soon as possible. First review of applications will be October 4, 2021.*

## Interview Process

All applications, résumés (required) and supplemental questionnaires received will be reviewed for minimum qualifications. Applications with "see resume" as a substitution for the work experience description, those with unclear past employment information, or those with insufficient information to evaluate possession of minimum qualifications will not be considered; missing information cannot be assumed. A limited number of the most highly qualified applicants will be invited to participate in the examination process, which may consist of an oral panel interview, written exercise, or in the form of a practical demonstration of skill and ability, or any combination of these.

An employment list will be established for those who pass the examination process. Current and future vacancies may be filled from this list. The list will remain in effect for at least 6 months with the possibility of an extension for an additional six months. Once placed on an employment list, and at the time a vacancy occurs, eligible candidates may be contacted by the hiring department and scheduled for additional department interviews.

**Date Posted** – September 15, 2021

Note: *The City of San Mateo reserves the right, at its discretion, to limit the number of qualified candidates invited to the selection process. **ALL RESPONSES WILL BE CONDUCTED VIA THE EMAIL ADDRESS PROVIDED IN YOUR ONLINE APPLICATION.** Therefore, it is imperative that you provide an email address to which you have access, and it is recommended that you frequently check your email for notices from: [sanmateo@CalOpps.org](mailto:sanmateo@CalOpps.org).*

**Fine Print:** Prior to hire, candidates will be required to successfully complete a pre-employment process, including a driving record review, reference check, and Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background checks. A conviction history will not necessarily disqualify an applicant from appointment. The policy of the City of San Mateo is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, age, religion, ancestry, physical or mental disability, sexual preference, marital status, or national origin. It is the intent and desire of the City of San Mateo that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms and conditions of employment. In compliance with the Americans with Disabilities Act, applicants requiring accommodations for any part of the testing or recruitment process must notify [lcoles@cityofsanmateo.org](mailto:lcoles@cityofsanmateo.org) or (650) 522-7264 seven (7) days in advance of the deadline for the part of the process requiring accommodations. Do not upload any documents related to your request for accommodation in CalOpps. The City of San Mateo complies with employment provisions of the Americans with Disabilities Act.

CITY OF SAN MATEO  
Engineering Manager

Supplemental Questionnaire

Please provide answers to the following questions, limiting your response to one (1) page each. Responses to the supplemental questions will be used in the selection process. Neatness, clarity of expression, grammar, spelling, and ability to follow instructions will be considered in evaluating your responses. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position. (*Questionnaire responses must be submitted with the employment application.*)

1. There are several engineering divisions in the Public Works Department. Please briefly describe your technical and management experience in the following areas:
  - a. Capital Project Development (e.g., pavement program, roadway improvements)
  - b. Transportation Engineering
  - c. Land/Private Development
  - d. Utilities Engineering (e.g., pump station upgrades, sewer and storm drain system design)
2. When you review your career to date, what have you enjoyed most? Why? What have you enjoyed the least? Why?
3. Describe your management style and how your style elicits a high functioning team. How do you view your relationship with employees you supervise? How do you measure success for your team members?
4. There are three Engineering Managers as well as five other division managers overseeing fleet and facilities maintenance, regulatory compliance, the wastewater treatment plant, field maintenance operations, and data management. How do you see yourself interacting with your two peers to achieve a cohesive and high performing organization?