

CITY OF GILROY IS HIRING

SENIOR CIVIL ENGINEER OR PROJECT MANAGER

Public Works Department; Engineering Division

SENIOR ENGINEER - \$10,698.67 - \$14,267.50 Monthly Plus Excellent Benefits
PROJECT MANAGER - \$9,704.17 - \$12,941.17 Monthly Plus Excellent Benefits

Opportunity to work a 9/80 work schedule with every other Friday off.

5% Salary Increase scheduled for 7/1/24.

The City of Gilroy is an equal opportunity employer and supports workforce diversity, equity, inclusion, and belonging. Join our team!

ABOUT THE POSITION

If you're looking to make a significant impact to the Gilroy community while advancing your career in civil engineering and project management, then look no further! The City of Gilroy is currently recruiting for a full-time Senior Civil Engineer or Project Manager (depending on qualifications and experience) for the Engineering Division of the Public Works Department. In this exciting opportunity the incumbent will play a pivotal role in shaping infrastructure and overseeing key projects vital to the growth and development of the City of Gilroy. This role offers a unique blend of technical expertise, leadership, and strategic planning making it an ideal role an engineering professional looking to make tangible differences in the lives of the Gilroy residents.

The Senior Civil Engineer or Project Manager will work under the direction of the City Engineer and/or the Public Works Director and will lead the Capital Improvement Program (CIP) Section. This supervisory position will lead a team of engineers and technicians in the implementation of the City's CIP, including the planning, design, construction, and inspection of a variety of projects. Responsibilities include supervising employees, directing complex professional-level field and office engineering assignments, developing strategies and schedules for implementing the CIP, assisting with CIP budgeting, and playing a significant role in making a difference in the community!

Both the Senior Civil Engineer and Project Manager classifications are exempt, mid-management level positions. The Project Manager classification is distinguished from the Senior Civil Engineer in that a professional engineer license is not required.

Public Works CIP projects involve planning, design, coordination with end users, bid package preparation, and construction management. Therefore, exceptional organizational and project management skills are imperative to achieve department and City goals. Additionally, successful performance requires the ability to independently implement programs, projects, and policies in conformance with generally accepted standards, including possessing thorough knowledge of contract administration, project management principles and supervisory practices.

The Senior Civil Engineer or Project Manager will manage assigned staff and consultants and assist with budgeting tasks within the Engineering Division. Furthermore, the Senior Civil Engineer/ Project Manager will provide and participate in critical team leadership to ensure that all engineering services, goals, projects, and initiatives meet the high-performance standards of the Department and City.



APPLICATION CLOSING DATE:
June 3, 2024

INTERVIEW PANEL DATE:
June 19, 2024

APPLICATION PROCESS

If you are interested in pursuing this exciting career opportunity, please attach and submit the following required items with your electronic NEOGOV application:

- A completed application along with responses to the supplemental questions.
- Cover letter that explains your specific interest in this position with the City of Gilroy
- Detailed resume focusing on relevant work experience and education
- A copy of your Professional Engineer License is required certificates (P.E. license for Senior Civil Engineer)

VIEW JOB DESCRIPTION HERE:
[SENIOR CIVIL ENGINEER](#)
[PROJECT MANAGER](#)

Apply at
www.CityOfGilroy.org/jobs



THE TEAM AND DEPARTMENT

Our team of talented Engineers and Technicians collaborate to design, build, and maintain the City's storm drain, streets, sidewalks, parks, landscapes, signals, streetlights, and related infrastructure. When you join our team, you will work amongst engineering professionals who share a passion for serving the residents of Gilroy and improving the community. Our goal is to continuously promote a better quality of life for those who live, work, and visit the City of Gilroy by facilitating efficient engineering services and the creation of orderly growth and development within the city. The Public Works Engineering team values teamwork, innovation, collaboration and offers a busy, yet supportive environment.

WHY THIS IS A GREAT PLACE TO WORK

- Ability to gain well-rounded work experience in a variety of public works programs.
- Opportunity for professional development in the areas of Capital Improvement Projects, Land Development, Transportation & Traffic Engineering, and Contract Administration.
- Opportunity to develop leadership and supervisory skills and abilities.
- The Engineering team has the feel of a "work family" to include a friendly and supportive environment.

THE IDEAL CANDIDATE WILL

- Have public sector civil engineering and/or construction management experience in designing, constructing, and delivering municipal Capital Improvement Projects (CIP).
- Be a strong project manager with the ability manage multiple projects and achieve completion by set deadlines and within budgets.
- Be excited to lead, manage, and supervise the work of others and demonstrate effective project management skills and prioritizing competing CIP programs.
- Be an excellent communicator both verbally and in writing and can produce clear and concise written correspondence/documents.
- Be able to evaluate and procure the services of professional consultants and effectively oversee their work, including scope management and cost control.
- Demonstrate proficiency in project management software (Procore or similar) and enterprise permitting software (EnergyGov, Tyler, or similar).
- Have experience working with contractors ensuring construction practices are compliant with City Standards.
- Have advanced knowledge in the areas of contract administration, negotiation techniques, and budget development.
- Possess significant public relations, interpersonal communication, and conflict resolution skills necessary for regular contact with the press, other agencies, community organizations, employees, and citizens that will promote and positively represent the City and Department.
- Provide exemplary customer service skills to include timely and accurate responses to residents and business customers conjoined with a sincere desire to provide service to the community.
- Be able to interpret engineering plans, specifications, and contract documents.
- Have strong time management skills to effectively manage workload.
- Provide supervision to assigned staff, including setting goals, assigning work, and interactive evaluation of performance.
- Have strong attention to detail.



EXAMPLES OF FIRST YEAR PROJECTS/ASSIGNMENTS:

- 10th Street Bridge overcrossing Uvas Creek
- Annual City-wide Pavement Rehabilitation
- Annual Sidewalk Repair and Curb Ramp Programs
- Safe Routes to Schools and Traffic Calming Programs
- Gilroy Ice Center – New signal and access road improvements
- Infrastructure improvements on Priority Safety Corridors
- Rule 20A and utility undergrounding
- Infrastructure improvements for stormwater compliance
- Annual Traffic Signal Upgrades

QUALIFICATIONS

SENIOR ENGINEER:

- Graduation from an accredited college or university with a bachelor's degree in Civil Engineering or a closely related field of study.
- Five years of progressively responsible professional level civil engineering experience in related work that has included at least two (2) years of progressively responsibility supervisory experience.
- Registration as a Professional Civil Engineer issued by the State of California.
- Willing to continue education and training, expand skills, attend seminars and workshops.
- Possess and maintain a valid California Driver's License and a safe driving record necessary to operate assigned vehicle(s).
- Pass a post-offer medical examination, which includes a drug test.
- Pass a background check which includes a Department of Justice criminal record check for employment.
- Prefer non-tobacco user.

PROJECT MANAGER (Includes qualifications listed above for Senior Engineer with the following differences):

- Graduation from an accredited college or university with a bachelor's degree in Construction Management, Project Management, Civil Engineering, Architecture, Public Administration, or a closely related field.
- Four years of increasingly responsible professional-level experience in performing construction project management work.
- Certification as a Project Management Professional (PMP) highly desired.
- Experience in a lead or supervisory role highly desired.
- Bilingual English/ Spanish desired, but not required.

REPRESENTATION:

Gilroy Management Association (GMA)

BENEFITS OFFERED:

May vary based on position and MOU. See more at information at: www.cityofgilroy.org/164/Benefit-Summaries

- Medical, dental, and vision
- Vacation leave, sick leave, and other paid time off
- CalPERS retirement pension plan
- Flexible spending accounts
- Pre-tax deferred compensation plans
- City-paid life and long-term disability insurance, and employee assistance program
- Commuter benefit program

IMPORTANT INFORMATION:

Prior to appointment and given at the City's expense, final candidates are required to pass an employment background check, State of California Department of Justice criminal records check, and as applicable: medical evaluation and drug screen.

If special accommodations are necessary at any stage of the selection process, please contact Human Resources.

Human Resources can be reached at:
(408) 846-0228

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- Cover letter that explains your specific interest in this position with the City of Gilroy
- Detailed resume focusing on relevant work experience and education
- A copy of the required certificates (P.E. license for Senior Civil Engineer)

City Application Form – Candidates must complete the NEOGOV City of Gilroy application form for this position and submit online. Please prepare attachments prior to completion of the NEOGOV application as incomplete applications will not be accepted.

Apply Online:

Go to www.CityOfGilroy.org/jobs. You can apply online by clicking on the job title you are interested in and clicking on the "Apply" link. After viewing the Job Description, click the 'Apply' tab. If this is the first time you are applying using our online job application, you will need to create an account and select a Username and Password. After your account has been established, you can import your resume from LinkedIn, upload it from a saved document on your computer, or manually enter your personal information. This application will be saved and used to apply for future job openings.

Only complete application packets will be reviewed. Only the most qualified applicants with the most relevant experience and education will be invited to continue in the selection process. In addition, final candidates for the position are required to pass a background check, State of California Department of Justice criminal records check, medical evaluation, and drug screen, given at the City's expense, prior to appointment. If special accommodations are necessary at any stage of the selection process, please contact the Human Resources Department right away at 408-846-0228.

Attention: Communication regarding your status in this recruitment process will be conducted via e-mail. Be sure to include an e-mail address on the employment application. Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.

THE CITY OF GILROY IS AN EQUAL OPPORTUNITY EMPLOYER AND SUPPORTS WORKFORCE DIVERSITY.

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