



## City of Sunnyvale Senior Engineer

<b>SALARY</b>	\$153,784.00 - \$192,230.00 Annually	<b>LOCATION</b>	Sunnyvale, CA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	25-00098
<b>DEPARTMENT</b>	Public Works	<b>DIVISION</b>	Engineering Services
<b>OPENING DATE</b>	07/16/2025	<b>CLOSING DATE</b>	8/27/2025 5:00 PM Pacific

---

### Description

#### **SENIOR ENGINEER**

#### **Regular Full-Time Employment Opportunity**

**The final filing date is Wednesday, August 27, 2025 by 5:00 pm.**

The City of Sunnyvale is seeking a Senior Engineer to help manage design of a wide variety of capital improvement projects to update, modernize and improve City infrastructure. As the Senior Engineer, you will help us plan, design, and build infrastructure to support the City goals and objectives of creating a more sustainable, healthy, and livable Sunnyvale. This is an excellent opportunity for forward-thinking, project management engineers to apply and be a part of creating the future.

Ideal candidates will have both strong project/program management skills and the ability to effectively and efficiently communicate and build relationships.

The current open position is in the Department of Public Works Engineering Division and is with the design team in the Project Administration Section. Senior Engineers are working managers. The position primarily works on managing design of a wide variety of capital improvement projects, possibly including pavement rehabilitation, parks renovation and enhancements, or water and sewer utility projects. The position oversees consultants and leads a team of other City engineering staff.

**The eligibility list created from this recruitment may be used for future Senior Engineer vacancies within the City.**

The City of Sunnyvale offers:

- City paid 2% contribution to a deferred compensation plan
- Classic CalPERS members have 4% of the employee contributions paid by the City, leaving only 3% for the employee to contribute.
- Comprehensive City paid family medical, dental, and vision benefits
- Excellent Retiree Medical Benefits

Under general direction of the Assistant City Engineer or Assistant Public Works Director/City Engineer, plans, organizes and directs professional and technical engineering work in support of Capital Improvement Projects; performs a variety of technical tasks relative to assigned area of responsibility; and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS:**

The position of Senior Civil Engineer is a supervisory classification. The classification of Senior Engineer is distinguished from the higher-level Assistant City Engineer in that the Assistant City Engineer has overall responsibility for one of the following sections within the Engineering Division: Capital Projects Design, Capital Projects Construction, Land Development, or Special Projects.

### **Essential Job Functions**

*(May include, but are not limited to, the following):*

*If assigned to Senior Civil Design Engineer position, duties may include, but are not limited to the following:*

- Acts as design and development team leader for engineering public works projects within assignment; researches project design specification requirements; prepares estimates of time and material costs; coordinates and monitors project progress to ensure timely progress of all phases of the project.
- Coordinates project design and development with outside consultants; prepares requests for proposals for services; establishes conditions of contract approval; assists in the selection of consultants; coordinates and evaluates consultants' work; reviews and recommends acceptance of invoices and processes progress payments; prepares periodic reports.
- Designs and prepares, and/or supervises the preparation of plans, specifications, and estimates for mechanical and piping systems for building facilities and other structural/civil public works projects and activities such as streets, drainage structures, utility facilities and other City Capital Projects.
- Plans, administers, schedules, and oversees design contracts for City Capital Project Plan; assists other City departments in preparing the City Capital Project Plan; monitors budget for projects during the design phase.

*If assigned to the Senior Civil Construction Engineer position, duties may include, but are not limited to the following:*

- Administers City Capital projects; inspects and supervises inspection of assigned projects; makes field changes within the limits of design and cost restrictions; resolves disputes concerning plans, specifications, and other work.
- Manages construction contracts of City's Capital Projects to ensure completion within scope, cost, schedule, budgeted resources, standards and practices; assists in resolving disputes with contractor and negotiating claims.
- Assigns and supervises inspection work and monitors progress of construction activities.
- Oversees or participates in the preparation of various staff reports, council resolutions, environmental impact reports, negative declaration, specific plans and reports required by State and Federal agencies.

*If assigned to the Senior Civil Land Development Engineer position, duties may include, but are not limited to the following:*

- Reviews plans, specifications, and estimates of development projects and encroachment permit applications; interprets, reviews, and analyzes complex development projects for accuracy, suitability, completeness, and compliance with City standards and other requirements.
- Performs review of encroachment permits, subdivision maps and legal descriptions, and street and/or public easements.

*If assigned to the Senior Engineer Civil Special Projects position, duties are a combination of both design and construction, often with very large and complicated capital projects.*

*In addition to the above, the following duties are also performed by the Senior Engineer*

- Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for the performance of professional and technical engineering activities; implements policies and procedures.
- Plans, prioritizes, assigns, supervises and reviews the work of staff involved in the performance of field and office engineering functions.
- Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities.
- Participates in budget preparation and administration; prepares cost estimates for budget recommendations; monitors and controls expenditures.
- Participates in the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
- Coordinates and participates in the review of plans and if assigned to Land Development (land use applications), ensuring compliance with local, State and Federal regulations and requirements; provides written comments and conditions; and prepares City Council communication for the approval of projects.
- Prepares cost estimates and feasibility reports for new or modified engineering programs and/or projects.
- Provides internal and external customer service; researches, investigates and provides information regarding City development procedures; meets with developers and consultants to discuss concepts of general requirements for projects.
- Coordinates City engineering projects with other City departments, public agencies, and utility companies for orderly planning, scheduling, and construction.
- Serves as a technical resource in assigned engineering area; participates in the development of standard engineering specifications, criteria and policy and procedure statements on engineering matters; provides technical advice to field operations, other City departments, and the general public in the interpretation of City ordinances, policies, regulations, and procedures as required.

## **WORKING CONDITIONS**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. Additionally, the position also requires near and far vision in reading written reports and work related documents and using a computer. Acute hearing is required when providing phone and personal customer service. The need to lift, drag, carry and push files, paper, books and documents up to 25 pounds is also required. Some duties require field visits to inspect and monitor projects with exposure to inclement weather. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

## **Minimum Qualifications**

### **Education and Experience:**

The minimum qualifications for education and experience can be met in the following way:

A Bachelor's degree from an accredited college or university in civil engineering or a related field, AND

Five years of increasingly responsible professional civil, mechanical, or electrical engineering experience, depending on assignment, including experience in a supervisory or project management role.

### **Knowledge of:**

- Principles and practices of supervision, training and performance evaluations.
- Principles, practices, and methods of civil engineering as related to the planning, design, construction and inspection of municipal public works projects and improvements.
- Pertinent local, State and Federal laws, ordinances and rules, including those related to development, design and construction.
- State, and local laws and ordinances related to land use and right-of-way management.
- Principles and practices of project management, construction management and contract administration.
- Methods and techniques for data and map collection, presentation and record management.
- Methods and techniques for record keeping and report preparation.
- Principles and practices of budget monitoring.
- Office methods, procedures, software and equipment.

*In addition to the above, if assigned to the Senior Civil Land Development Engineer knowledge of:*

- Principles and practices of land surveying, real property legal description, land acquisition, easements and assessment proceedings, including the California Subdivision Map Act, and other applicable Federal, State, and local laws and ordinances related to land use and right-of-way management.
- Methods and techniques for data and map collection, presentation and record management.

#### **Ability to:**

- Organize, implement and direct assigned engineering activities.
- Perform difficult and complex engineering computations and analysis and make comprehensive and sound decisions.
- Prepare and present administrative and technical reports and presentations.
- Effectively manage projects and consultants.
- Read, interpret and analyze maps, engineering design plans, estimates, technical manuals, specifications and reports.
- Apply City design requirements, standard details, specifications and other design guidelines.
- Negotiate effectively to ensure the best interests of the City are met.
- Solve difficult engineering problems.
- Interpret, apply and explain laws, regulations, standards, policies and procedures.
- Operate a computer using word processing and business software and other office equipment.
- Communicate effectively, both orally and in writing.
- Establish and maintain and promote positive and effective working relationships with employees, other agencies, and the public.
- Work independently and as a team member; recognize and set priorities and meet deadlines.
- Observe safety principles and work in a safe manner

#### **Willingness to:**

Occasionally perform duties for periods longer than the normal eight-hour work day and attend evening meetings

#### **Licenses/Certificates:**

Possession and continued maintenance of a valid class C California driver's license or the ability to provide alternative transportation as approved by the appointing authority and a safe driving record.

Possession of registration as a professional civil or structural engineer issued by the State of California.

#### **DESIRABLE QUALIFICATIONS:**

Experience working as an engineer in a public agency

# Application and Selection Process

If you are interested in this opportunity, please submit a City of Sunnyvale employment application and responses to the supplemental questions to the Department of Human Resources **no later than 5:00 pm on Wednesday, August 27, 2025**. Candidates are asked to fully describe any training, education, experience, or skills relevant to this position. Electronic applications may be submitted on-line through the City's employment page at [Sunnyvale.ca.gov](http://Sunnyvale.ca.gov) and click on JOBS. Late or incomplete applications will not be accepted.

## EXAM PROCESS

Applications will be competitively screened based on the minimum qualifications of this position. Based upon a review of the application materials, the most qualified candidates will be invited to participate in the examination process, which may consist of an **oral examination scheduled for Thursday, September 11, 2025** (Note: The examination process may be changed as deemed necessary by the Director of Human Resources).

## SELECTION PROCESS

Those candidates that receive a passing score on the examination will be placed on an eligibility list for up to one year, in accordance with the City's Civil Service Rules and Administrative Policies. **Top candidates on the eligibility list will be invited to participate in a selection interview with the Department of Public Works tentatively scheduled for the week of September 22, 2025.** Selection interviews will typically take place in-person, please plan accordingly.

Any candidate selected by the hiring department will be required to successfully complete a pre-employment process, which may consist of a comprehensive background investigation, as well as medical exam(s) administered by a City-selected physician(s) before hire. Prior to starting work, all newly-hired employees will be fingerprinted to check conviction history. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose conviction history will result in refusal of employment or termination.

## INFORMATION ABOUT PROOF OF EDUCATION

Any successful candidate selected by the hiring department will be required to submit proof of education (i.e., original copy of the diploma or college/university transcripts).

Any successful candidate selected by the hiring department will be required to submit proof of education (i.e., copy of the diploma or college/university transcripts). An applicant with a college degree obtained outside the United States must have education records evaluated by a credential evaluation service at the candidate's expense. Candidates may utilize any third-party agency for the evaluation. If you search 'education equivalency verification' or similar online, you will obtain results for agencies that provide this evaluation service. A conditional job offer cannot be made until the education has been evaluated and submitted to the Department of Human Resources.

## ADDITIONAL INFORMATION

Summary of Management [SMA Benefits](#)

For assistance on how to fill out your job application, watch the following video:

- [How to Apply for a City of Sunnyvale Job](#) - YouTube (5:13)

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

*The City of Sunnyvale is an Equal Opportunity Employer. It is the policy of the City of Sunnyvale not to discriminate against all qualified applicants or employees on the basis of actual or perceived race, religion (including religious dress or grooming practice), color, sex (includes gender, pregnancy, childbirth, medical conditions related to pregnancy or childbirth, breastfeeding or medical conditions related to breastfeeding), gender identity and/or gender expression, sexual orientation (including heterosexuality, homosexuality and bisexuality), ethnic or national origin, ancestry, citizenship status, uniformed service member status, marital status, family relationship, age, cancer or HIV/AIDS related medical condition, genetic characteristics and/or genetic information, and physical or mental disability. Applicants needing special accommodations for testing should submit a request to the Department of Human Resources at time of application.*

---

**Employer**

City of Sunnyvale

**Address**

456 W. Olive Avenue

Sunnyvale, California, 94086

**Phone**

408-730-7490

**Website**

<https://sunnyvale.ca.gov>

## Senior Engineer Supplemental Questionnaire

### \*QUESTION 1

**Instructions for completing the supplemental questionnaire:**

This supplemental questionnaire will be a primary tool in the evaluation of your qualifications for this position. The supplemental information that you provide will be evaluated along with your completed application. Please limit your response to one page per question. In answering the question(s), be as specific as you can. Some questions may include multiple parts (i.e., (a), (b), (c), (d), etc.). Please make sure to address each part of each question in the supplemental questionnaire below.

***Please be advised that you will be 'timed out' of this page after 30 minutes. Therefore, it is best to copy the supplemental questions that require text answers from this page into a document that you can save on your computer, produce your responses in that document, and then copy and paste the responses into the space provided below. Additionally, please save your work continuously.***

The completed application and responses to supplemental questions constitute an examination. **Note: qualifying experience must be reflected on the education, work experience, Certificates/Licenses section of the job application form. Please note the information provided in the supplemental question will not be accepted in lieu of completing the work experience section of the application.**

Resumes may be attached, but they will not be accepted in lieu of completing the work experience section of the application or the supplemental questions. The information you provide will be used to further identify those applicants who are best qualified to continue in the selection process for this position.

Your responses to the questions that require you to detail your background and experience should include the following information:\*

- The number of years of experience you have had performing the duties that you are describing;
- The name(s) and type(s) of organization(s) where you obtained such experience; and,
- Your role and specific responsibilities within the organization(s).

***\*Responses to the supplemental questions that indicate "see resume" are considered incomplete.*** By checking the 'Yes' response below, I indicate that I have read these instructions for completing the supplemental questionnaire and in accordance with these instructions, I understand that written responses to the supplemental question(s) listed below are required, in order to evaluate my qualifications for this position and for my application to be considered complete.

Additionally, I certify that I have completed the following supplemental questionnaire on my own; the answers accurately reflect my training, education and experience; and, I understand that my responses are subject to verification.

- ☐ Yes
- ☐ No

#### **\*QUESTION 2**

Do you currently possess a Bachelor's degree from an accredited college or university in civil engineering or a closely related field?

- ☐ Yes
- ☐ No

#### **\*QUESTION 3**

This position requires possession of registration as a professional civil or structural engineer issued by the State of California. If you have this registration, please provide your license number in the space below. If you are not registered as a professional civil or structural engineer issued by the State of California, please enter N/A in the space below.

#### **\*QUESTION 4**

Do you have five years of increasingly responsible professional civil, mechanical, or electrical engineering experience, depending on assignment, including experience in a supervisory or project management role?

- ☐ Yes
- ☐ No

#### **\*QUESTION 5**

If you answered 'Yes' to question #4, please describe your five years of increasingly responsible civil, mechanical or electrical engineering experience below. Include the agency you worked for and the specific duties you were responsible for. If you do not have this experience, please enter N/A in the space below.

#### **\*QUESTION 6**

Describe your experience with managing or supervising the work of a team or consultants. If you do not have this experience, please enter "N/A" in the space below.

**\*QUESTION 7**

Describe your experience as a project manager managing multiple projects with competing deadlines. Describe your approach and any tools that you use to stay organized. If you do not have this experience, please enter "N/A" in the space below.

**\* Required Question**