

# CITY OF GILROY IS HIRING

## SENIOR CIVIL ENGINEER

Utilities Department

**\$10,698.67 - \$14,267.50 Monthly Plus Excellent Benefits**

Opportunity to work a 9/80 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

The City of Gilroy is currently recruiting a full-time Senior Civil Engineer for our brand new recently implemented Utilities Department. In this exciting opportunity the Senior Civil Engineer is poised to play a significant role in designing, implementing, and optimizing utility systems to ensure reliability, efficiency, and sustainability. The Senior Civil Engineer will help establish utility engineering standards, protocols, and infrastructure as it relates to water and wastewater for the City of Gilroy. The Senior Civil Engineer will work under the direction of the Utilities Director and will manage, review, and perform duties relative to Utility Engineering and construction activities, supervise assigned employees, will direct and perform complex professional-level field and office engineering assignments, and play an important part in making a real-world difference in the community. Bring your skill sets to make a major impact on Gilroy's critical infrastructure!

A variety of Utility projects involve design, development, and construction of projects; therefore, exceptional project management skills are imperative to be successful in this role. You will collaborate with multidisciplinary teams to develop innovative solutions that address complex challenges, so your expertise and leadership will be instrumental in driving our projects to success. Additionally, the Senior Civil Engineer will manage assigned staff and consultants and assist with budgeting tasks. Furthermore, the Senior Civil Engineer will provide and participate in critical team leadership to ensure that all utility engineering services, goals, projects, and initiatives meet the high-performance standards of the Department and City.



### APPLICATION DEADLINE

June 3, 2024

### ORAL BOARD INTERVIEWS

June 19, 2024

### SUBMIT A COMPLETE ONLINE APPLICATION WITH THE FOLLOWING REQUIRED ITEMS:

- A completed City of Gilroy online application including responses to Supplemental Questions
- A detailed resume focusing on relevant work experience and education
- A cover letter that explains your specific interest in this position with the City of Gilroy
- A copy of your Professional Engineer License is required

*Applications that do not include all required items are incomplete and will not be considered.*

### VIEW JOB DESCRIPTIONS AT: [SENIOR CIVIL ENGINEER](#)

Apply at  
[www.CityOfGilroy.org/jobs](http://www.CityOfGilroy.org/jobs)



## THE TEAM AND DEPARTMENT

When you join our team, you will be at the forefront of revolutionizing the utilities industry. Our cutting-edge technologies and forward-thinking approach will enable us to provide sustainable solutions that meet the evolving needs of the Gilroy community. You will join a dynamic and innovative team and work amongst Engineering professionals who share a passion for serving the residents of Gilroy and improving the community. The Utilities department strives for excellence in engineering design and operational efficiency, integrity, and accountability in our decision making, respect, and teamwork to leverage collective expertise in solving complex challenges to achieve common goals.

## THE IDEAL CANDIDATE WILL

- Be passionate about public sector engineering and enthusiastic to make meaningful contributions to the community.
- Have extensive civil engineering experience in leading the design and construction of utility systems, including water and wastewater systems.
- Be excited to lead, manage, and supervise the work of others and provide technical guidance and mentorship to project teams.
- Utilize effective project management skills demonstrating ability to organize, prioritize and manage utility projects.
- Confidently and accurately make complex engineering computations.
- Develop detailed engineering plans, specifications, and drawings in compliance with regulatory standards and industry best practices.
- Have strong communication skills, both oral and written.
- Have experience working with contractors and developers ensuring construction practices are compliant with City of Gilroy standards.
- Provide exceptional customer service skills to include timely and accurate responses to residents and business customers.
- Be knowledgeable of project management software (MS Project, Procore or similar) and MS Office suite.
- Be self-motivated and show initiative in the completion of work.
- Have experience with conflict resolution.
- Be a dependable team player, with the ability to establish strong internal and external working relationships.

### MOU 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](http://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**

Apply at [www.CityOfGilroy.org/jobs](http://www.CityOfGilroy.org/jobs)

## EXCITING FIRST YEAR PROJECTS

- Utility Master Plan implementation
- New Water Well Construction Project
- Lead multiple water line replacements
- Truck sewer line repairs

## WHY THIS IS A GREAT JOB AND PLACE TO WORK

- Ability to work on cutting-edge projects that will shape the future of utilities for the City.
- Opportunity for professional development and support career growth.
- Opportunity to develop leadership and supervisory skills and abilities.
- The City of Gilroy has the feel of a “work family” to include a friendly and supportive working environment.
- Opportunity to work a 9/80 work schedule.

## QUALIFICATIONS

- 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 responsible supervisory experience.
- Registration as a Professional Civil Engineer issued by the State of California.
- Willing to continue education and training, expand skills, attend seminars, workshops, and individual study.
- Possess and maintain a valid California Driver License necessary to operate assigned vehicle(s).
- Prefer non-tobacco user.
- Pass a post-offer medical examination, which includes a drug test.
- Pass an employment background check which includes a Department of Justice criminal record check and registration in the City of Gilroy’s subsequent arrest notification system.
- Prefer non-tobacco user.





## 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:

- Completed applications with responses to 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 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](http://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 VALUES WORKFORCE DIVERSITY.**

**Apply at [www.CityOfGilroy.org/jobs](http://www.CityOfGilroy.org/jobs)**

