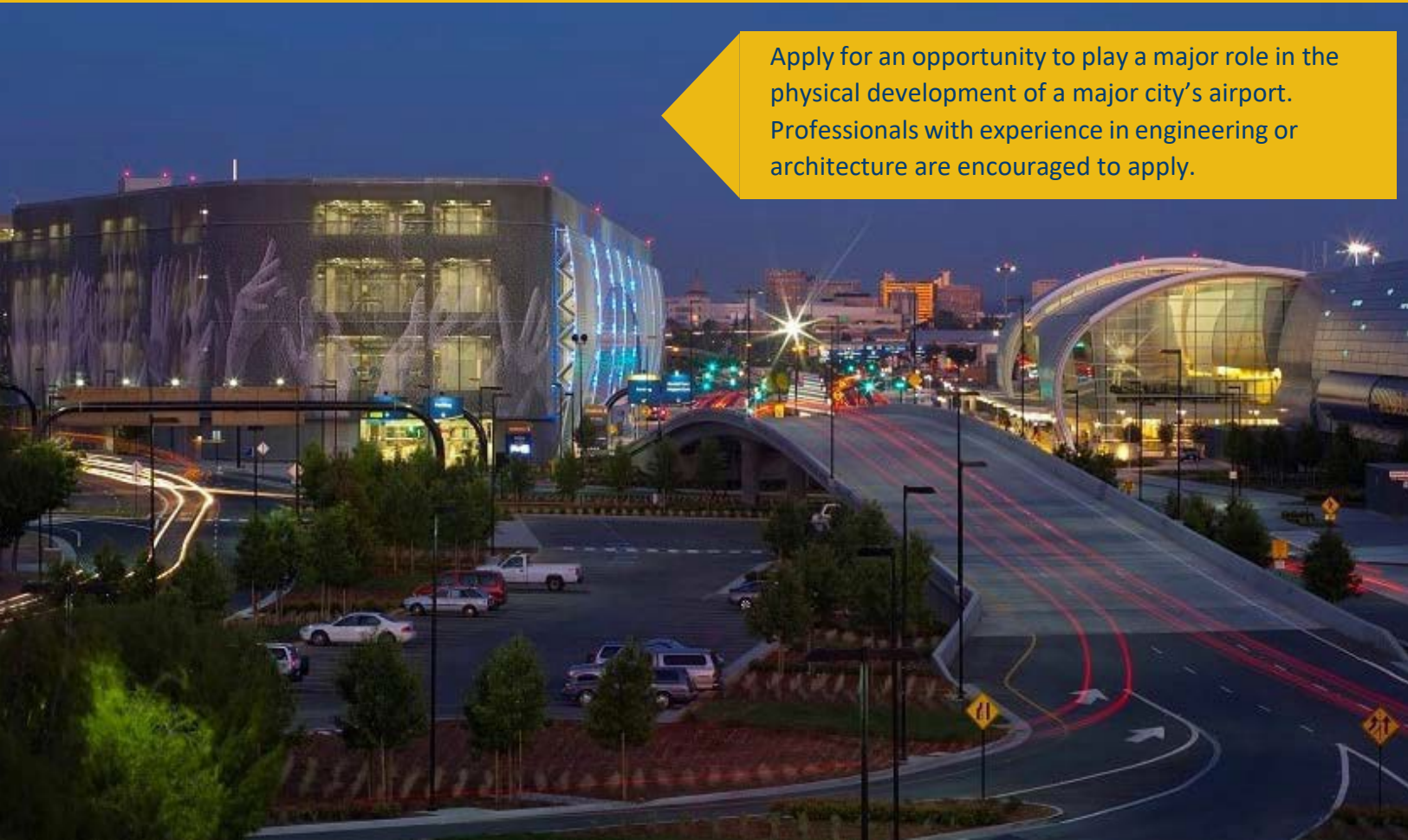




# Division Manager

Capital Improvement Program,  
Airport - Public Works

Apply for an opportunity to play a major role in the physical development of a major city's airport. Professionals with experience in engineering or architecture are encouraged to apply.



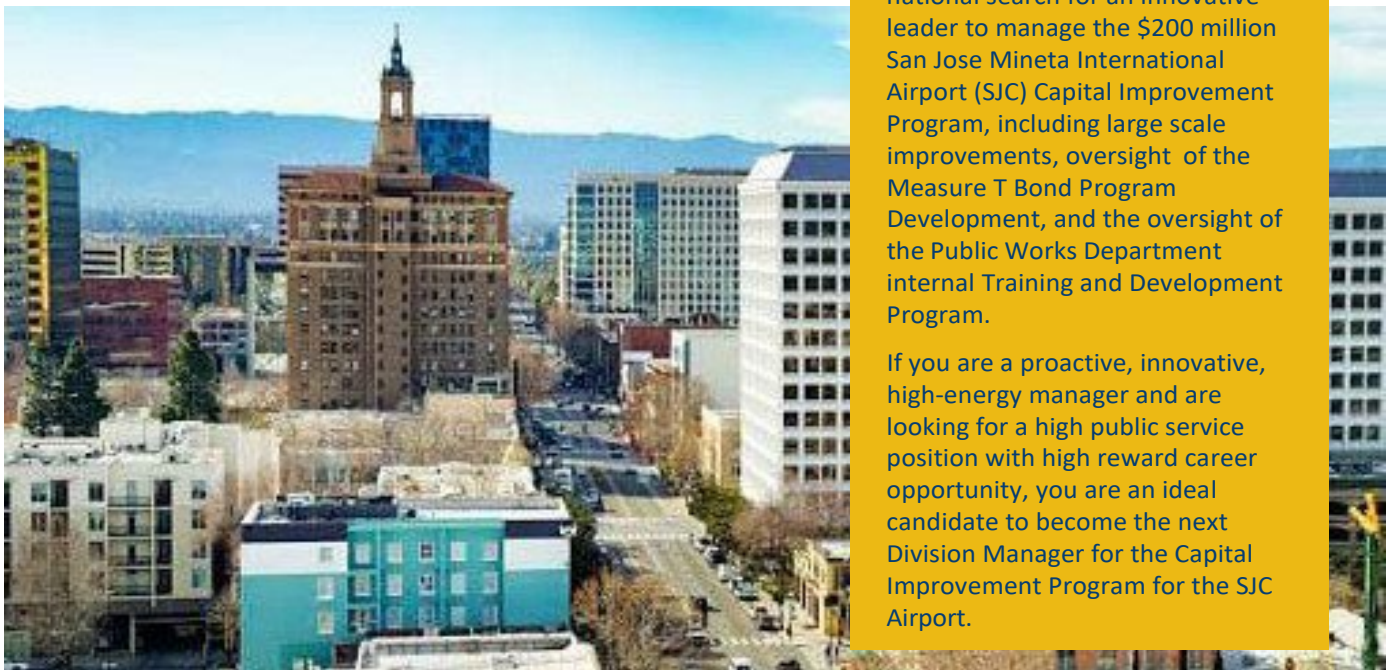
## PUBLIC WORKS DEPARTMENT



The City of San José, the Capital of Silicon Valley, is one of the nation's best managed cities and one of the top ten cities in which to live, work, and do business. Moreover, San José is the center of cultural, government and economic activity for the region. The employees of the City of San José have embraced the following values: Integrity, Innovation, Excellence, Collaboration, Respect and Celebration. The City's Department of Public Works (DPW) is seeking an individual whose values align with the values of the City's employees.

The Public Works Department is one of the largest departments in the City of San José with approximately 650 staff and an annual operating budget of \$140 million (FY23). The Department is responsible for delivering capital improvement projects for a wide variety of City facilities and infrastructure, maintaining City facilities and fleet assets, facilitating and regulating development activities, and providing animal care and services. Public Works is committed to high-quality service, partnering with the community, and providing an excellent environment in which to work.

The Department is a leader in the City's Capital Improvement Program (CIP), with a focus on voter-approved improvements projects, such as the \$650 million Measure T Program, along with Airport CIP, which this Division Manager will administer.



### DIVISION MANAGER

#### Capital Improvement Program, Airport - Public Works

The City of San José is conducting a national search for an innovative leader to manage the \$200 million San Jose Mineta International Airport (SJC) Capital Improvement Program, including large scale improvements, oversight of the Measure T Bond Program Development, and the oversight of the Public Works Department internal Training and Development Program.

If you are a proactive, innovative, high-energy manager and are looking for a high public service position with high reward career opportunity, you are an ideal candidate to become the next Division Manager for the Capital Improvement Program for the SJC Airport.



## THE DIVISION MANAGER POSITION

The Division Manager will report directly to the Deputy Director of Public Works and will manage a growing team of 13 skilled engineers, architects, and analysts. The successful candidate will be a registered professional engineer and/or architect. The Division Manager is responsible for assisting in the planning, organizing, directing, and coordinating operational and administrative service functions within the Division, and assisting executive and senior management in the formulation and implementation of department policies and procedures. The Division Manager is responsible for overseeing total project management from forecasting, planning, design, engineering, bidding, and construction management through to ribbon cuttings. The Division Manager position performs work of considerable difficulty including:

- Hiring and retaining staff to assist on-time delivery of projects that meet budget.
- Diversity, Equity, and Inclusion (DEI) sensitivity and implementation practices are required.
- Leading and managing the Training and Development team to create consistent project management practices and improvement in our contractor outreach program.
- Leadership, coordination, and enhancement for airport capital activities between the Airport staff, the Public Works departmental divisions, elected officials, other stakeholders, and the public, using the City's values as a guide.
- Leading the majority of the \$650 million Measure T Program which builds projects to improve Disaster Preparedness, Public Safety, and Infrastructure.
- Building capital infrastructure in partnership with and creating opportunities for small and local businesses to participate in public works projects. Design/build methodology is often used while guiding contractors and the overall team.
- Directing special Airport strategic planning programs.
- Presenting reports and information to the City Council, boards, committees, and other divisions or departments as necessary.
- Representing the Department of Public Works in a variety of airport interdepartmental and intergovernmental matters.
- Maintaining compliance with all applicable regulations and to use sound airport engineering principles to achieve team effectiveness in project delivery.



**The ideal Division Manager** will be experienced in delivering capital projects from start to finish, a fast learner, nimble, diplomatic, and have a demonstrated capability of working with multiple stakeholders.

An in-depth knowledge of employing airport industry standard specifications, municipal codes, and engineering principles is desired. Identifying opportunities to streamline the project planning, design, and management processes will be a mark of their success. A strong focus on customer service and partnering with other departments and agencies is essential.

The Division Manager will need to balance the demands of quality, speed, and cost with regard to the development and rapid implementation of the Airport's Capital Improvement Program.

[JOB DESCRIPTION](#)

[CAPITAL IMPROVEMENT PROGRAM \(CIP\)](#)

## REQUIRED EDUCATION AND EXPERIENCE

**Education:** Bachelor's degree in engineering, architecture, or a closely related field.

**Experience:** Six (6) years of progressively responsible professional experience in managing public infrastructure engineering, capital project delivery, program administration, or equivalent.

**Supervision:** Three (3) years of supervisory experience.

### Licenses or Certificates:

1. Registration as a professional engineer or architect is required for this position.
2. Securing a valid CA driver's license.

**Employment Eligibility:** Federal law requires all employees to provide verification of their eligibility to work in this country. Please be informed that the City of San Jose will not prepare or file a labor condition application with the Department of Labor.

**Form 700 requirement:** This position requires a disclosure of outside investments, real property interest, income, and business positions. You must complete and file an "Assuming Office Form 700" with the City Clerk's Office within the first 30 days of employment with the office.

### PREFERENCES

- Knowledge and familiarity with Federal Aviation Administration (FAA) policies related to grants and airport construction and project management.
- Management experience in an equivalent major division within a public agency.
- Master's degree in a related field.



San José Mineta International Airport (SJC) is a self-supporting enterprise owned and operated by the City of San José. SJC is a convenient gateway to Northern California and the Silicon Valley region, serving 13 million passengers annually.

SJC is less than four miles from the City center. While the location near downtown is convenient, future expansion opportunities provide unique challenges. Providing capital project programs for the Airport can be demanding due to Federal Aviation Administration (FAA) grant approvals and timelines.



## COMPENSATION AND BENEFITS

The current salary range for the Division Manager is \$131,187.68 - \$207,658.10. The actual salary will depend on the qualifications and experience of the individual selected.

The City provides an excellent array of benefits, including:

**Retirement** – Competitive defined benefit retirement plan with full reciprocity with CalPERS; defined contribution plan available as an option.

**Health Insurance** – The City contributes 85 percent towards the premium of the lowest cost non-deductible plan. There are several plan options.

**Dental Insurance** – The City contributes 100 percent of the premium of the lowest priced plan for dental coverage.

**Personal Time** – Vacation is accrued initially at the rate of three weeks per year with amounts increasing up to five weeks after 15 years of service. Executive Leave of 48 hours is granted annually, and depending upon success in the Management Performance Program, could increase to up to 88 hours. Sick Leave is accrued at the rate of approximately 8 hours per month.

**Holidays** – The City observes 15 paid holidays annually.

For more information and a full list of employee benefits, [visit the City's benefits website](#).

## COMPETENCIES

The ideal candidate will possess the following competencies, as demonstrated through their employment history:

**Job Expertise:** Demonstrates knowledge of, and experience with, applicable professional/technical principles and practices, citywide and departmental procedures/policies, and federal and state rules and regulations including knowledge or experience related to:

- Experience in large capital project budget preparation and administration.
- California Environmental Quality Act (CEQA) or comparable requirements.
- Experience in human resource management, including employee recruitment, retention, and organizational development.
- Design/Build capital project delivery.
- Design, review, and construction of public infrastructure, such as airport/airfield and/or public roads and facilities.
- Understanding the use of engineering or architecture technology.

**Supervision:** Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.

**Communication Skills:** Communicates and listens effectively and responds in a timely, effective, positive, and respectful manner; written reports and correspondence are accurate, complete, current; well-organized, legible, concise, neat, and in proper grammatical form. Ability to effectively present ideas orally and in writing.

**Management:** Evaluates priorities to ensure that the “true” top priorities are handled satisfactorily; sets clear goals for the employees and the work unit.

**Political Skills:** In taking action, demonstrates an understanding and consideration of how their actions will impact stakeholders and affected areas in the organization.

**Problem Solving:** Approaches a situation or problem by defining the problem or issue; determines the significance of problem(s); collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.

**Customer Service:** Approaches problem-solving by focusing on customers first; advocates for customer results point of view; demonstrates the ability to anticipate customers’ needs and deliver services effectively and efficiently in a timely, accurate, respectful, and friendly manner.

**Conflict Management:** Uses appropriate interpersonal styles and methods to resolve conflict that arises from the varying opinions on project issues/outcomes.

**Fiscal Management:** Understands the relationship of the budget and resources to the strategic plan; complies with administrative controls over funds, contracts, and procurements.

**Teamwork / Interpersonal Skills:** Uses efficient and cost-effective approaches to integrate technology into the workplace and improve program effectiveness. Use of diversity, equity, and inclusive principles required.





## APPLICATION AND SELECTION PROCESS

This position is posted through May 15, 2024. Apply at the link below. Submit a cover letter, resume, and answers to the questions, plus three (3) work-related references who will not be contacted without prior notice.

<https://www.governmentjobs.com/careers/sanjoseca/jobs/4460312/division-manager-public-works-cip-airport>

City of San Jose is an equal opportunity employer. Federal law requires all employees to provide verification of their eligibility to work in this country. Please be informed that the City of San José will not sponsor, represent, or sign any documents related to visa applications/transfers for H1-B or any other type of visa that requires an employee application.



**Note:** This recruitment may be used to fill multiple positions in this, or other divisions or departments. If you are interested in employment in this classification, you should apply to ensure you are considered for additional related opportunities that may utilize the applicants from this recruitment.

### Online Questions

If you have a bachelor's degree or higher from an accredited college or university in engineering, architecture, or related field, state the field of study and the issuing accredited college or university.

How many years of progressively responsible professional experience in managing public infrastructure engineering, land use permitting, capital project delivery, program administration, or equivalent? Describe your experience.

How many years of experience do you have supervising or leading staff or project teams? Describe your experience.

Specify the certification you possess and provide the licensure number(s) for their registered professional engineer or architecture license.

There is a 4,000-character limit for each response.

### Cover letter directions

Describe how your education and experience makes you the best candidate for this position, please be sure to include any experience in the following areas:

- Managing and delivering capital projects.
- Budget planning and monitoring of various programs and projects.
- Leading a work unit to achieve a common goal.
- Having knowledge and experience related to an airport capital improvement program or similar industrial facility.

Your cover letter should be one to two pages. This response will also be used to evaluate your written communication skills.

Only candidates whose backgrounds best match the position will be invited to advance in the selection process.