



Division Manager Public Works



Apply for an opportunity to play a major role in the ongoing and future physical development of a great city. Professionals with experience in managing and delivering capital projects at a wastewater treatment plant are encouraged to apply.



many local galleries and venues. Nineteen public school districts and over 300 private and parochial schools provide residents with a range of educational choices. Universities in and near the city include San Jose State University, Santa Clara University, Stanford University, and three University of California campuses.

In 2011, the City adopted Envision San José 2040, a long-term growth plan that sets forth a vision and a comprehensive road map to guide the City's anticipated growth through the year 2040. The plan proactively directs significant anticipated growth in new homes and workplaces into transit-accessible, infill growth areas and supports evolution toward a more urban landscape and lifestyle. The San José area today is powered by one of the most highly educated and productive populations in America. More than 40% of the workforce has a bachelor's degree or higher, compared with 25% nationally. There are 40% of San José residents are foreign born, and 50% speak a language other than English at home.

San José is proud of its rich cultural diversity and global connections, and the essential role the City plays in connecting residents and businesses to the nation and the world.

THE CITY GOVERNMENT

The City of San José is a full-service Charter City and operates under a Council-Manager form of government. The City Council consists of ten Council Members elected by district and a Mayor elected at large. The City Manager, who reports to the Council, and the executive team provide strategic leadership that supports the policymaking role of the Mayor and the City Council and motivates and challenges the organization to deliver high quality services that meet the community's needs.

The City actively engages with members of the community through Council-appointed boards and commissions. In addition to providing a full range of municipal services including police and fire, San José operates an international airport, municipal water system, a regional wastewater treatment facility, over 200 neighborhood and regional parks, an accredited zoo, and a library system with 24 branches. The City also oversees convention, cultural, and hospitality facilities that include the San José McEnery Convention Center, Center for the Performing Arts, California Theater, Mexican Heritage Plaza, and the SAP Center San José – home of the National Hockey League's San José Sharks.

THE CITY

Known as the "Capital of Silicon Valley," the City of San José plays a vital economic role anchoring the world's leading region of innovation. Encompassing 181 square miles at the southern tip of San Francisco Bay, and with nearly one million residents, San José is Northern California's largest City and the 12th largest city in the nation. San José's transformation into a global innovation center has resulted in one of the largest concentrations of technology companies and expertise in the world, including major tech headquarters like Cisco, Adobe, Samsung, and eBay, as well as start-ups and advanced manufacturing. The City of San José has twice been named "The Most Innovative Large City in America" by the center for Digital Government.

San José's quality of life is unsurpassed. Surrounded by the Diablo and Santa Cruz mountain ranges and enjoying an average of 300 days of sunshine a year, residents have easy access to the beaches along the California coast including Santa Cruz, Monterey, and Carmel; Yosemite and Lake Tahoe in the Sierra Nevada; local and Napa Valley wine country, and the rich cultural and recreational life of the entire Bay region.

San José has received accolades for its vibrant neighborhoods, healthy lifestyle, and diverse attractions from national media including Business Week and Money Magazines. The downtown area is home to modern high-rise residential projects, theaters, museums, and diverse entertainment attractions such as live music, live theater, cafes, restaurants, and nightclubs. Inquiring minds are served by the Tech Interactive, the Museum of Art, and

City operations are supported by approximately 7,040 full time equivalent positions and a total budget of over \$6 billion for the 2023-2024 fiscal year. San José is dedicated to maintaining the highest fiscal integrity and earning high credit ratings to ensure the consistent delivery of quality services to the community. Extensive information regarding San José can be found on the City's website at www.sanjoseca.gov.

PUBLIC WORKS DEPARTMENT

The Department of Public Works is guided by the City values:

Public Works is one of the largest Departments in the City of San José and consists of a staff of 668 with an annual operating budget of \$203 million. The Department has a wide range of responsibilities, including a primary role in the development and implementation of the City's capital improvement program – the City's 2023-2024 Adopted Capital Budget totals \$1.9 million - management of the City's fleet and facilities assets, engineering review and approval of land development proposals, and animal care and services.

Public Works is focused on creating greater opportunities for San Jose residents by addressing service needs,

- ◆ Integrity
- ◆ Excellence
- ◆ Innovation
- ◆ Collaboration
- ◆ Respect
- ◆ Celebration

streamlining service delivery methods, and partnering with entities both within and outside of the City organization. Public Works is organized into eleven functional areas: Animal Care and Services, City Facilities Architectural Services, Development Services, Director's Office/ Administrative Services, Engineering Services, Facilities Management, Fleet Management, Radio Communications, Labor Compliance, Technology Services, and Transportation and Hydraulics Services. The Director's Management Team includes the Assistant Director and five Deputy Directors with responsibility for these services.

The Department is a primary leader within the City's Capital Improvement Program (CIP). The City's current 5-year CIP consists of a wide variety of City infrastructure improvements in both traditional areas such as roads, sewers, and parks, as well as many other special

programs such as the San José Mineta International Airport, the San José-Santa Clara Regional Wastewater Facility, and the City's award-winning trail network. The CIP includes a current year budget of \$1.9 billion amongst the various programs. In addition, the City's infrastructure fabric (particularly Downtown) is expected to substantially transform over the next decade with the continuation (Phase 2) of the BART extension to San José, the High-Speed Rail project, and the Diridon Station area.

Public Works is also an essential partner with other Departments such as Planning Building, and Code Enforcement and the Fire Department in providing services to the development community. With a focus on facilitation of development projects, Public Works strives to provide expeditious and high-quality services. In addition to the above core priorities, as the Fleet and Facilities manager, Public Works has a strong focus on operating and maintaining these key City assets as well as leading the conversation to an electric powered fleet. An aging inventory with significant deferred maintenance and backlogs has led to the need to prescribing strategic and prioritized investments and prioritization in keeping the assets functioning safely and efficiently, with an ever-watchful eye toward sustainability.

The Animal Care and Services Division (ACS) provides shelter and field services to the City of San José, as well as the cities of Cupertino, Milpitas, Saratoga, and the Town of Los Gatos. Over 15,000 animals per year are served by our shelter and the team is extremely focused on partnering with the community to ensure positive outcomes for our animals.





THE POSITION

The Division Managers in Public Works are part of the Department's Senior Staff and will have the key responsibility to ensure the delivery of Division services. Resource management is critical for success.

The Department of Public Works is seeking to fill a Division Manager position for Wastewater Treatment, Hydraulics and Transportation Capital Project Delivery Services. This position will be located at the San Jose-Santa Clara Regional Wastewater Facility. Responsibilities will include but are not limited to:

- Lead the integrated Construction Management Team, comprising of Public Works staff and third-party specialty construction managers/inspectors, for the \$1.4 billion Capital Improvement Program for the San Jose-Santa Clara Regional Wastewater Facility.
- Work collaboratively with the Regional Wastewater Facility CIP Leadership to plan and develop resource models and identify funding needs and future workplan to ensure adequate supports for the CIP program.
- Develop and mentor staff by providing daily guidance and support as needed, delivering timely and relevant feedback, and identifying opportunities for professional growth.
- Partner with the Department's other executive staff to lead transformation, training and other process improvement efforts in the City's capital improvement program.

Reporting to the Deputy Director, the Division Manager leads all the Division activities, participates in the leadership of the Department, and works collaboratively with the other City development partners. In addition to technical expertise in the City's Project Delivery process, outstanding leadership and the ability to establish an excellent working relationship with all stakeholders are required to be successful in this position.

COMPETENCIES

The ideal candidate will possess the following competencies, as demonstrated in past and current employment history. Desirable competencies for this position include:

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 and experience related to:

- Capital Improvements projects
- California Environmental Quality Act (CEQA)
- Design, review, and construction of public infrastructure, such as public roads, trails, parks, sewers, and industrial facilities
- Understanding of the use of technology in the Storm/ Sewer programs.

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 the "true" top priorities are handled satisfactorily; sets clear goals for the employees and the work unit.

Political Skill: In taking action, demonstrates an understanding and consideration of how it 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.

EDUCATION AND EXPERIENCE

- A Bachelor's Degree in Engineering, Architecture, Public Administration or a similar field.
- Six (6) years of progressively responsible professional experience in managing public infrastructure engineering, capital project delivery, program administration or equivalent, including three (3) years of supervisory experience.
- Positions in this class may require one or more of the following: Valid CA Driver's License; Registered Professional Engineer; Registered Architect.

COMPENSATION AND BENEFITS

The annual salary range for the Division Manager is from **\$124,940.68—\$197,769.41**. The actual salary shall be determined by the final candidate's qualifications and experience. In addition to the starting salary, employees in this classification shall also receive an approximate five percent (5%) on-going non-pensionable compensation.

The City provides an excellent array of benefits, (e.g. retirement, vacation and executive leave, etc.), which can be found in the Unit 99 Benefit and Compensation Summary: <https://www.sanJoseca.gov/home/showpublisheddocument/21323/638338116006430000>.

For more information on employee benefits, visit the City's benefits website: <https://www.sanJoseca.gov/your-government/departments-offices/human-resources/benefits>

City of San Jose is an equal opportunity employer.

APPLICATION AND SELECTION PROCESS

The selection process will consist of an evaluation of the applicant's training and experience based on the application, resume, and cover letter and responses to the Job Specific Questions. Only the candidates whose backgrounds best match the position will be invited to proceed in the selection process. Additional phases of the selection process will consist of one or more interviews.

This position is posted through **11:59 p.m. on Wednesday, May 15, 2024**. To be considered for this exceptional opportunity, please attach your resume (including dates of employment, plus staff and budgets managed) and cover letter to your on-line application:

<https://www.governmentjobs.com/careers/sanJoseca/jobs/4470904/division-manager-wastewater-treatment-hydraulics-and-transportation-capital-p>

If you have any questions regarding this opportunity, please contact **Janie Saetern** at Janie.Saetern@sanJoseca.gov.

