



CITY OF SACRAMENTO
Department of Human Resources
915 I Street, Historic City Hall
Sacramento, CA 95814-2604

<http://portal.cityofsacramento.org/HR>

**INVITES APPLICATIONS FOR THE POSITION OF:
Engineering Manager**

An Equal Opportunity Employer

SALARY

\$64.93 - \$85.20 Hourly \$5,194.40 - \$6,816.00 Biweekly

ISSUE DATE: 07/25/19

FINAL FILING DATE: 09/05/19

THE POSITION

IDEAL CANDIDATE STATEMENT

The ideal candidate for this position possesses a high level of both technical and leadership skills. The candidate has experience with managing large complex projects, working effectively with political bodies, knowledgeable on the principles of asset management, an understanding of labor relations and human resources policies and procedures. They also possess a working knowledge of environmental and regulatory requirements for wet utilities. They are an effective and collaborative manager, have experience in building strong teams, possess political acumen, and provide and encourage excellent customer support. Experience in water, wastewater, and drainage utilities is highly desirable.

DEFINITION

Under general administrative direction, the Engineering Manager plans, assigns, directs, and reviews the activities of an Engineering Division of a City department including planning, design and construction of capital projects; reviews and approves infrastructure for new developments; provides technical expertise and direction; develops division policies, procedures goals and objectives; plans, reviews, and monitors budgets.

DISTINGUISHING CHARACTERISTICS

This multiple-incumbent classification is responsible for the planning, prioritization, funding, designing, constructing and inspecting capital projects for various City operations. Duties are primarily administrative/managerial in nature, and the incumbent performs work involving significant authority over various day-to-day operations within the assigned Engineering Division. The incumbent interfaces frequently with public officials, State/Federal/local agencies, other public/private organizations, and the general public. This classification is distinguished from the lower classification of Principal Engineer in that the latter manages a unit within an Engineering Division, while the Engineering Manager has overall administrative oversight for an Engineering Division, and may assume responsibility for the department in the absence of the Director. The Engineering Manager is distinguished from the department Director in that the latter assumes responsibility for the entire Department.

SUPERVISION RECEIVED AND EXERCISED

Minimal direction is provided by the Department Head. Responsibilities include the direct and indirect supervision of management, supervisory, professional, technical, and clerical personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops and implements goals, objectives, policies, and priorities for the Division; assists the department Director in long term planning issues; supervises and participates in the preparation and administration of the Division budget; plans, organizes, and directs all Division functions.
- Directs public outreach and informational efforts; represents the Department at a variety of meetings; assists the Director in explaining and interpreting division and departmental policies, problems, and proposals to City officials, other agencies, and the general public; and coordinates activities with other City departments, divisions, and sections, and with outside agencies.
- Selects, supervises, trains, and evaluates supervisory, professional and technical subordinates; directs, coordinates, and reviews the work of subordinates through the supervising engineers; confers with subordinates regarding project priorities and progress.
- Reviews proposed and new legislation and determines impact to Division activities; keeps informed of changing laws, rules, regulations as related to the Division; ensures compliance with all Federal, State, and local rules and regulations and ensures compliance with applicable codes, design and construction standards.
- Supervises, and participates in the preparation of capital improvement programs and budgets; supervises the development of plans and estimates for construction and major repair of public works, transportation, public facilities and/or utilities systems; reviews and signs engineering drawings, work orders, and purchase orders; participates in the selection and management of contractors and consultants; supervises, and participates in the preparation of special engineering studies and reports.
- Serves as staff to a variety of City commissions, boards, and committees on public works, transportation, public facilities and utilities engineering matters; prepares and presents agenda items to the City Council.
- Other related duties may also be performed; not all duties listed are necessarily performed by each individual holding this classification.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public works, transportation, public facilities and/or utilities engineering.
- Methods and techniques used in the design and construction of a wide variety of public infrastructure projects.
- Modern developments, current literature, and sources of information related to engineering public projects.
- Applicable Federal and State laws and regulations.
- Applicable laws and regulatory codes related to development and construction.
- Principles and practices of organization, administration, budget, and personnel management.

Skill in:

- Use of computers, computer applications and software.
- Public speaking.

Ability to:

- Manage large, complex construction and engineering projects.
- Prepare, implement, and monitor capital budgets.
- Plan, direct, and coordinate major public infrastructure engineering projects.
- Establish and maintain effective working relationships with public officials/manager, public and private agencies, the general public, and community groups on a variety of issues.
- Communicate effectively, verbally and in writing.
- Supervise the preparation of specifications, cost estimates, work schedules, plans, maps, and reports.

- Make complex engineering computations and check, design, and supervise the construction of a wide variety of public and private facilities.
- Develop and implement broad based interdisciplinary policies.
- Supervise, train, and evaluate supervisory, professional, and technical subordinates.

EXPERIENCE AND EDUCATION

Experience:

Seven years of progressively responsible experience performing professional engineering work in the public works, transportation, public facilities and/or utilities field, including five years of progressively responsible supervisory and administrative experience and substantial capital project management experience.

-AND-

Education:

Bachelor's degree from an accredited college or university with major coursework in civil engineering.

PROOF OF EDUCATION

Proof of education such as college transcripts and degrees must be submitted to the City of Sacramento Employment Office in person, as an attachment(s) to the online application, faxed to (916) 596-1556, or emailed to employment@cityofsacramento.org **by the final filing deadline**. If submitting in person or via fax/email, please include your name and **Job # 001884-19-DOU** on your documents. Unofficial documents and/or copies are acceptable.

An applicant with a college degree obtained outside the United States must have education records evaluated by a credentials evaluation service. This evaluation must be submitted **by the final filing deadline**.

LICENSE OR CERTIFICATE

Possession of a valid Certificate of Registration as a Professional Engineer in the State of California.

Licensure as a Traffic Engineer in the State of California is required for the Traffic Engineering Manager assignment.

Proof of Certification:

Proof of Certificate of Registration as a professional engineer in the State of California must be submitted to the City of Sacramento Employment Office in person, as an attachment(s) to the online application, or fax to (916) 596-1556. If submitting in person or via fax, please include your name and **Recruitment #001884-19-DOU** on your documents.

SPECIAL QUALIFICATIONS

Driver License:

Possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

THE SELECTION PROCEDURE

Please note, the City of Sacramento's preferred method of communication with applicants is via e-mail. As such, please ensure you verify the e-mail address on your application, and check your e-mail frequently, including your spam and junk folders.

All e-mail notifications can also be accessed through the [governmentjobs.com](http://www.governmentjobs.com) applicant inbox.

1. Application:(Pass/Fail) – All applicants must complete and submit online a City of Sacramento employment application to the Employment Office **by the final filing deadline**:

Employment applications must be submitted online; paper applications will not be accepted.

Employment applications will be considered incomplete and will be disqualified:

If applicants do not list current and past job-related experience in the "Work Experience" section. **Note: Qualifying experience is based on 40 hours per week (pro-rated if less than 40 hours/week).**

If "see resume" is noted in the "Work Experience" section; a resume will not substitute for the information required in the "Work Experience" section.

Proof of required education and/or degree equivalency and certification must be submitted online with your application, emailed to employment@cityofsacramento.org, delivered in person, or sent to the Employment Office by fax or mail **by the final filing deadline**.

2. Supplemental Questionnaire: (Pass/Fail) – In addition to the City of Sacramento employment application, all applicants must complete and submit online responses to the supplemental questionnaire:

Responses to the supplemental questionnaire must be submitted online; paper questionnaire will not be accepted.

Incomplete supplemental questionnaire will not pass the review process; omitted information cannot be considered or assumed.

A resume will not substitute for the information required in the supplemental questionnaire.

Possession of the minimum qualifications is not necessarily a guarantee of further advancement in the selection process.

3. Screening Committee: (Pass/Fail)– Human Resources will evaluate employment applications for the minimum qualifications stated on the job announcement.

4. Interview Process: Human Resources will forward qualified applications to the hiring department. Those determined to be the most qualified candidates will be invited to participate in an interview process. The Director will review the results, if necessary conduct additional interviews, and forward the recommendation to the City Manager's Office for final action.

5. Conditional Hire: Upon receipt of a conditional offer, the selected candidate must complete LiveScan / fingerprinting and receive Human Resources approval prior to receiving a start date from the Department.

QUESTIONS:

For questions concerning this job announcement and the application process:

Please visit <https://www.governmentjobs.com/Home/ApplicationGuide> for a comprehensive, step-by-step guide to the application process.

For technical support between 6 AM - 5 PM PT, contact Live Applicant Support at (855) 524-5627.

Visit the City of Sacramento Human Resources Department website at? <http://www.cityofsacramento.org/HR/Career-Opportunities>;

Send an email to employment@cityofsacramento.org;

Call the Human Resources Department at (916) 808-5726; or

Visit the Human Resources Department at Historic City Hall, 915 I Street, Plaza Level, Sacramento, CA 95814.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://portal.cityofsacramento.org/HR>

OR

915 I Street, Historic City Hall
Sacramento, CA 95814-2604

EXAM #001884-19-DOU

ENGINEERING MANAGER

JR

Engineering Manager Supplemental Questionnaire

- * 1. **APPLICATION:** I understand that the experience I list in the "Work Experience" section of the employment application will be used to determine if I meet the minimum qualifications as stated on the job announcement. A resume, responses to the supplemental questions, or employment history listed elsewhere in the application or attachments will not substitute for the information required in the "Work Experience" section of the employment application. **Note: Qualifying experience is based on 40 hours per week (pro-rated if less than 40 hours/week).**

Yes

- * 2. **I understand that I must submit** proof of education to the City of Sacramento Employment Office by the final filing deadline. You may attach documents electronically; e-mail them to employment@cityofsacramento.org; mail/deliver hard copies to the Employment Office; or fax them with a cover sheet that contains your name, the exam number and title, and number of documents being sent. The fax number is (916) 596-1556.

Yes

- * 3. **I understand that I must submit** proof of possession of a Certificate of Registration as a Professional Engineer in the State of California to the City of Sacramento Employment Office by the final filing deadline.

You may attach the certificate electronically, mail or deliver hard copies to the Employment Office, e-mail them to employment@cityofsacramento.org, or fax them with a cover sheet that contains your name, the exam or recruitment number and title. The fax number is (916) 596-1556.

Yes

- * 4. Are you in a familial, cohabitant, or amorous relationship with any current employee of the City of Sacramento? Examples of these relationships include: spouse, domestic partner, parent, child, sibling, uncle, aunt, nephew, niece, first cousin, grandparent, great-grandparent, grandchild, or great-grandchild. Relations may be by blood, marriage, adoption, or domestic partnership, including in-law, step- and half-relationships. (If yes, please answer the next question)

Yes No

- * 5. Please list name of relative, relationship and department that your relative works in. (If not applicable, please type N/A)

- * 6. **SUPPLEMENTAL QUESTIONNAIRE:** The answers to the questions below will be evaluated along with the information provided in your employment application. Therefore,

your answers must be consistent with your employment application information (especially in the "Education" and "Work Experience" sections), must be unambiguous, and must contain sufficient but concise detail and organization to facilitate the screening process. A resume will not be accepted in lieu of completing this Supplemental Questionnaire or in place of completing the "Education" and "Work Experience" sections of the employment application. Lack of clarity, incomplete or inconsistent information, and/or disorganized presentation will negatively affect your evaluation. **I understand and agree to the above instructions.**

Yes

- * 7. Describe your experience with managing large complex projects or programs.

- * 8. Describe your leadership and management styles and any experience working as a manager in a large organization.

- * 9. Describe your experience working on water, wastewater, and drainage projects and programs.

- * Required Question