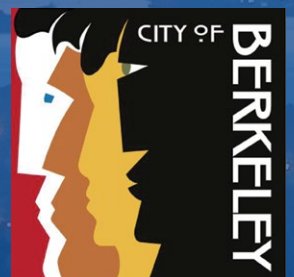




Koff & Associates  
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CITY OF BERKELEY, CALIFORNIA

# Manager of Engineering



## OUR COMMUNITY

Famous around the globe as a center for academic achievement, scientific exploration, free speech and the arts, the City of Berkeley is bordered by San Francisco Bay to the west and rolling hills to the east. The City is renowned for its green space, mild weather, and world-class cultural life. International shopping districts, outstanding restaurants, cutting-edge environmental organizations, art galleries, theaters, museums, Berkeley City College, and the University of California, Berkeley all add to the City's uniquely diverse and culturally rich atmosphere. Over 50 public parks, miles of bike lanes and walking trails, and a public marina offer exceptional opportunities for year-round outdoor recreation. The City is governed by a Mayor, elected at-large, and eight Councilmembers, elected by district. The City Council appoints the City Manager to oversee the administration of City operations. In addition, the City is advised by 40 boards and commissions comprised of community members, advocates, and stakeholders, all investing their time and energy to improve and protect the quality of life for all who live in the City of Berkeley.

## THE PUBLIC WORKS DEPARTMENT

Public Works is the largest department in the City and provides integral services to our community every day. Our Department's mission is to provide quality services to the Berkeley community with pride, courtesy, and excellence. Developing and offering efficient, cost effective services in partnership with our residents and businesses will help us achieve our vision to make Berkeley a leading city in the country:

**Engineering Division** – This division is responsible for management of street paving; the capital and regulatory compliance programs for sewer, storm, sidewalks, building facilities and creeks/ watersheds; construction management and inspection; land development and plan review; issuing right-of-way permits; and surveying. It also designs and constructs most of the City's capital projects, including the planning and delivery for the City's Measure T1 program, a \$100 million measure to improve the City's existing infrastructure and facilities.

**Transportation Division** – The Transportation Division of the Public Works Department oversees citywide transportation planning, traffic engineering, parking, bicycle and pedestrian planning, and alternative transportation programs. In partnership with neighborhood organizations, community groups, and local business associations, our office develops short and long range policy recommendations and directs program implementation to support a safe, efficient transportation environment in Berkeley. Per Council direction, Berkeley is actively working on electrification of the fleet and a broader electric mobility roadmap.


**Refuse & Recycling** – Berkeley has a longstanding commitment to reduce and ultimately eliminate waste that goes to landfills. The City is one of the first in the nation to establish a municipal recycling program. In 2019, Berkeley became the first California city to enact a truly comprehensive plan to reduce single use plastic trash when the City Council adopted the Single-Use Disposable Foodware and Litter Reduction Ordinance.

**Streets and Utilities, Facilities and Equipment Maintenance Divisions** – These divisions are responsible for Berkeley's Sidewalk Program, Sanitary Sewer Program, Street Repair Program, Storm Water, Utilities, and Fleet and Facilities Maintenance.

**Administration** – Leading, integrating and supporting departmental services, the administrative division provides strategic planning and policy formulation, budget administration, human resources management, payroll processing, coordination of legislative issues, disability compliance, real property management, and management of information systems.

## MANAGER OF ENGINEERING (CITY ENGINEER)

The Manager of Engineering directs the Engineering Division of the Department of Public Works; supervises professional and technical staff in the preparation of plans, specifications, designs, estimates and inspection of a variety of construction maintenance projects; and serves as the Secretary for the Public Works Commission. This is a division head City Engineer position with responsibility for the overall administration of the engineering function of the Public Works Department, including a variety of engineering, construction, maintenance, surveying, drafting, inspection, contract management and interagency coordination activities. Under state civil engineering standards, the Manager of Engineering is the City's final licensed civil engineer authority.



### Example of Duties:

- Plan, organize, coordinate and direct through subordinate supervisors the work of the Engineering Division and act as the City Engineer.
- Develop and direct the implementation of goals, objectives, policies, procedures and work standards for the division, including management systems, procedures and standards for program evaluation.
- Direct the preparation of a variety of comprehensive plans, studies and reports relating to current and long-range City capital improvement needs.
- Plan and direct project management activities for a variety of capital improvement and maintenance projects, including the preparation of plans, specifications, and designs; estimates, schedules, inspections, and project monitoring.
- Direct the preparation and administration of the division budget.
- Direct the work of traffic and transportation elements of environmental impact reports and major developments for compliance with City traffic policies, rules, and regulations.
- Prepare and review reports for the City Manager, City Council, or commissions; work closely with Council and other public and private groups to explain and/or coordinate plans for proposed projects and to respond to their concerns.
- Coordinate the work of the Division with other City departments, outside agencies and concerned citizens, as appropriate.
- Provide staff training, employee development, and mentorship.
- Ensure adherence to legal codes, regulations and guidelines relating to engineering activities.



## THE IDEAL CANDIDATE

The ideal candidate is a strong leader and effective communicator who possesses broad experience in public works and a passion for the construction and maintenance of public infrastructure. As the position interacts with many internal and external stakeholders, exceptional interpersonal skills are required. The successful candidate will have the management, interpersonal and political acumen to lead a large, complex division with extensive capital projects and contracts. The selected candidate will be able to operate in an engaged and progressive community that values the environment, climate change, sustainability, resiliency, and green infrastructure, and is committed to achieving the ambitious goals of various capital plans, including Vision 2050 and Vision Zero.

## QUALIFICATIONS

A typical way of gaining the knowledge and skills outlined above is:

- Equivalent to graduation from a four-year college or university with major coursework in civil engineering.
- Five (5) plus years professional civil engineering experience.
- Two (2) plus years at the management or supervisory level.
- Experience in contract administration and working with community organizations is desirable.
- California registration as a Civil Engineer (PE).



## COMPENSATION

**The annual salary range for the Engineering Manager is \$150,272.10 - \$188,185.09.** Placement within the stated range will be based upon the selected candidate's experience and qualifications. (Bargaining Unit: Public Employees Union, Local One)

In addition to a competitive salary, the City of Berkeley offers a comprehensive executive benefits package including:

**Retirement Plan** – City employees are included in the California Public Employees' Retirement System (CalPERS). Retirement formula is either 2% at age 62, or 2.7% at age 55 depending on the individual's eligibility. Employees are vested in CalPERS after 5 years of full-time service. The City pays 8% EPMC.

**Deferred Compensation** – Employees may contribute up to \$19,500 per year to the Deferred Compensation Plan.

**Health and Dental** – The City provides full health and dental coverage for employees and eligible dependents, including domestic partners. The City does not participate in the CalPERS Medical Program (PEMHCA) but does offer its own Retiree Health Premium Assistance Plan.

**Life Insurance** – City-paid life insurance coverage for employees.

**Vacation** – Two weeks of vacation earned annually, increasing to three weeks starting after year three. (This benefit is subject to negotiation depending on experience).

**Administrative Leave** – 50 hours of management administrative leave annually.

**Holidays** – Thirteen regular paid holidays plus three floating holidays annually.

**Sick Leave** – Employees earn twelve days of sick leave annually.

**Y.M.C.A.** – City-paid discount on Y.M.C.A. membership.

**Transit Subsidy** – Subsidy for public transportation on BART and AC Transit.

To view the full list of benefits for this position go to:

[https://www.cityofberkeley.info/uploadedFiles/Human\\_Resources/Level\\_3\\_-\\_General/Benefits/EmployeeBenefitsGuide.pdf](https://www.cityofberkeley.info/uploadedFiles/Human_Resources/Level_3_-_General/Benefits/EmployeeBenefitsGuide.pdf)



## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

**The final filing date is Friday, August 6, 2021.**

To be considered, please submit a resume, cover letter, and five work related references (who will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/manager-of-engineering-2/>

Resumes should reflect years and months of positions held, as well as size and budgets of past organization(s).



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For additional information, please contact:

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Website: <https://koffassociates.com/>

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Koff & Associates will report the results to the City. The City will then select candidates to participate in City interviews. Extensive reference and background checks will be completed on the selected candidate.