

ENGINEERING DIVISION MANAGER

**ANNUAL SALARY: \$138,266.40-\$168,069.36
PLUS, EXCELLENT BENEFITS!**

The City of Modesto is an equal opportunity employer and supports workforce diversity.





THE COMMUNITY

The City of "Water, Wealth, Contentment, and Health" is a community of proud of its vibrant citizenry, abundant traditions, and multicultural lifestyles.

In the heart of California's great Central Valley lies the City of Modesto, an attractive, charming, and vibrant community exceeding 200,000. The city of "Water, Wealth, Contentment, Health" has long been known for its attractive amenities and convenient location in Northern California. Modesto is blessed with mild weather year-round and some of the world's most fertile soil. As the seat of Stanislaus County government, Modesto has a rich agricultural history and has worked hard to diversify its economy. The quality of life in Modesto is one of its most attractive features. Many urbanites have relocated to this welcoming community, attracted by its small-town atmosphere with big city amenities, reasonable housing prices, reputable school districts, and protected open spaces. Modesto is frequently cited as an ideal community in which to live and raise a family.

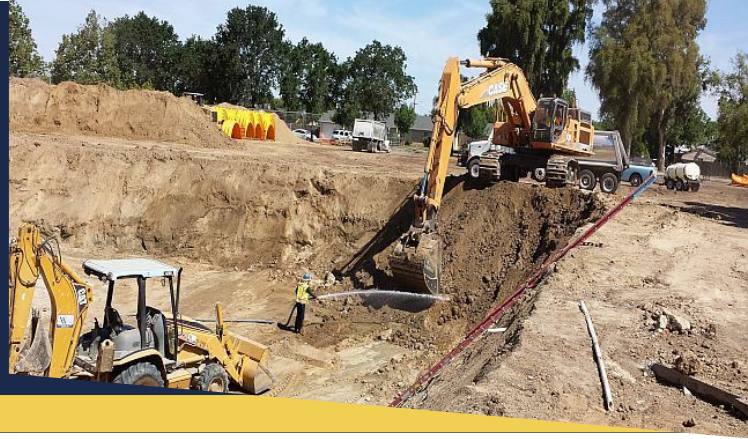
Featuring over 60 parks and recreation areas within the city, Modesto takes advantage of its appealing climate, and is home to many celebrations and activities year-round. A town of diverse cultures, Modesto serves as the principal entertainment center for the Central Valley with a variety of venues, including the Modesto Symphony Orchestra, Modesto Civic Theater, the recently refurbished State Theatre, and the Modesto Nuts Class A baseball team. The centerpiece for Modesto arts and culture is the two-auditorium Gallo Center for the Arts that opened in the Fall of 2007.

If your tastes run more to the adventurous side, there is rafting on the Stanislaus River, bike trails throughout Modesto, horseback riding at area ranches, and outdoor in-line skating or skateboarding at Modesto's newest skate park. You can explore the regional mall or local shopping centers, picnic in one of the many parks, visit the McHenry Museum, play a round of golf, or just bask poolside in the warm sunshine.

Modesto has long been known for its convenient location in Northern California, emphasized by the numerous recreation areas nearby: Lake Tahoe, Yosemite National Park, the San Francisco Bay Area, the Silicon Valley, and California's world-renowned wine country. Sacramento, California's Capital City, is just 70 miles north. Part of California's fertile Central Valley, which stretches 300 miles through the center of the state, Modesto is located in the heart of one of the greatest agricultural areas of the nation. Dairy products, almonds, apricots, melons, tomatoes, wine grapes, peaches, walnuts, and poultry products are some top local commodities.

Modesto boasts an outstanding public-school system; for higher educational opportunities, the City is home to one of the first established Junior Colleges in California, with the University of the Pacific and California State University, Stanislaus in close proximity. The new University of California, Merced campus is within a 55-minute commute. Major employers in the area include Stanislaus County, E & J Gallo Winery, Modesto City Schools, Memorial Medical Center, Doctors Medical Center, Kaiser Permanente, City of Modesto, and Modesto Junior College.

THE DIVISION



Engineering Services is split into four (4) sections:

Water Resource Engineering

The planning component behind the Utilities Department, the Water Resources Engineering section identifies essential Capital Improvement Program (CIP) projects, provides short- and long-term improvements to water-related utility systems through master planning, and develops regulatory reports and studies. In every project, this team considers priority, cost, and future needs to ensure a reliable and functional system for residents.

Water Design

The Water Design section is responsible for the design of water system improvements, including rehabilitation and replacing infrastructure, such as pipelines, wells, wellhead treatment, and water tanks. They are innovative and efficient in all areas of improving the City's water system.

Wastewater and Storm Drain Design

The Wastewater and Storm Drain Design section is responsible for the design of the infrastructure required to take wastewater from homes and businesses to the Sutter and Jennings Treatment Plant facilities, where it is treated and then used to irrigate the City's ranch or delivered to the Del Puerto Water District for agricultural use. This team also designs systems that divert rainwater into drainage basins and the river.

Construction Administration

This team oversees construction administration of CIP projects throughout the City, manages construction contracts, coordinates with outside contractors, and performs inspections and repairs on projects that are in the public right-of-way (streets, water and sewer lines, traffic signals, roundabouts, lift stations, and more).



THE POSITION

THE POSITION RECEIVES:

administrative direction from the Director of Utilities and exercises direct and/or indirect supervision over assigned management, supervisory, professional, technical, and administrative support staff.

Responsibilities include:

- Plan, organize, and direct Engineering Division activities, including the administration, planning, design, and construction management of City's infrastructure, primarily water, wastewater, and drainage systems.
- Develop and implement division goals, objectives, policies, and procedures.
- Direct, oversee, and participate in the development of the Engineering Division work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Prepare the Engineering Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the Department.
- Establish long-range plans and goals, including strategic planning for the assigned utility enterprise funds, rate setting, and issues dealing with environmental regulations.
- Exercise responsible charge of assigned engineering functions
- Supervise and participate in the design of capital improvement projects such as storm drains, water and wastewater facilities, and other assigned public infrastructure.
- Manage and/or participate in the preparation of complex engineering studies and reports related to public works, utilities, and capital improvement projects; oversee coordination of activities with other City departments, divisions, outside agencies, citizens, consultants, and developers.
- Prepare construction plans, contract documents, and cost estimates ensuring conformity with federal, state, and local requirements.
- May be assigned to manage and/or provide technical support to utility rate setting efforts.
- Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Research, prepare, and present technical and administrative reports; prepare written correspondence.
- Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.
- Observe and maintain a safe working environment in compliance with established safety programs and procedures.

THE IDEAL CANDIDATE

THE IDEAL CANDIDATE has demonstrable direct, broad-based experience in overseeing engineering responsibilities for a utilities department. The ideal candidate will have experience in creating and implementing master plans for a department or agency's Water, Wastewater, and Storm Drain projects. As a division manager, the perspective candidate will contribute to the creation of the department budget, oversee financial studies, set rates, bid on projects, manage construction, negotiate contracts and change orders, and possess the ability to manage, and/or create well-formed studies and reports. The Engineering Division Manager will serve as a technical expert in civil design and construction and will also possess strong communication, leadership, and management abilities as they will oversee a team consisting of: 4 Senior Civil Engineers, 2 Administrative Analysts, 1 Administrative Services Technician, and 1 Administrative Office Assistant III.

The Engineering Division Manager must be able to:

- Organize, implement, and direct the Engineer Division operations and activities and a comprehensive CIP program.
- Assist in the development and monitoring of an assigned program budget.
- Prepare contracts, agreements, specifications, and consultant agreements.
- Organize, implement, and direct professional engineering operations and activities.
- Perform technical research and solve difficult engineering problems.
- Supervise, train, and evaluate staff.
- Interpret, explain, and apply federal, state, local, and department policies, procedures, laws, rules, and regulations.
- Develop and recommend policies and procedures related to assigned operations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Review and interpret cost estimates.
- Perform a variety of technical and engineering research and prepare reports of findings.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

EXPERIENCE

- Five years of increasingly responsible experience as a professional civil engineer in Public Works design and project management, including municipal utilities such as water and wastewater, and two years of supervisory responsibility.

TRAINING

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field. A Master's degree in a related field is desirable.

LICENSE OR CERTIFICATE

- Possession of, or the ability to obtain, a valid California driver's license.
- Possession of a Certificate of Registration as a Professional Civil Engineer issued by the California State Board of Registration for Professional Engineers.

(If licensed in another state, incumbents have twelve (12) months to obtain California registration).

COMPENSATION & BENEFITS

MOU REPRESENTATION:
Modesto Confidential and Management Association (MCMA)

ANNUAL SALARY: \$138,266.40-\$168,069.36

For a detailed explanation of benefits currently in effect please see the [Memoranda of Understanding](#).

BENEFITS OFFERED:

PUBLIC EMPLOYEES' RETIREMENT SYSTEM: CalPERS enrollment in either the 2% @ 60 or the 2% @ 62 formula is dependent on eligibility, as per AB 340. Employee pays the full member contribution. Retirement benefit is based on the employee's three-year final compensation average. The City does not participate in Social Security except for the required 1.45% Medicare contribution by both the City and the employee (applies to employees hired after 4-1-86).

HOLIDAYS: 10 paid holidays per year plus 8 hours holiday credit.

MANAGEMENT LEAVE: 80 hours per year for positions exempt from overtime.

VACATION: Accrued at the rate of two weeks during the first year, increasing to five weeks during the 21st year of service.

SICK LEAVE: Accumulated at 8 hours per month, 96 hours per year. Employees may accumulate up to 2,200 hours.

MEDICAL INSURANCE: Health, dental and vision coverage is provided. The City's monthly contribution to health, dental and vision benefits is based on a three-tier system as follows:

- \$1635.00 Employee + Family
- \$1157.00 Employee + 1 Dependent
- \$648.00 Employee Only
- \$450.00 Opt Out

The employee pays the balance. An employee who opts out of health coverage receives the amount noted above minus dental and vision premium on their paycheck and treated as taxable income. Dental and vision coverage continuation is available upon retirement.

DEFERRED COMPENSATION: With a matching contribution by the employee, the City will contribute 1.5% of salary, increasing to 2.5% at 9+ years of service, to a voluntary 457 Plan.

RETIREE HEALTH SAVINGS ACCOUNT (RHS): \$2,400 initial deposit provided upon completion of a two (2) year vesting period, after initial contribution is made, the City shall contribute \$100 per month

LIFE INSURANCE: Coverage in the amount of \$120,000 is provided by the City. Supplemental coverage is available at employee cost.

DISABILITY INSURANCE: Coverage is provided by the City, at City cost. This benefit pays 66 2/3% of the first \$12,000 per month in salary.

EDUCATIONAL INCENTIVE: Master's Pay in the amount of 2.5% of salary is available to employees with one year of service who possess a Master's Degree (or Juris Doctor) from an accredited college.

BILINGUAL INCENTIVE LEAVE: Employees who pass a review panel and are needed in this capacity by the department, will receive 3 hours of Bilingual Leave Time per pay period into their Compensatory Time Off (CTO) balance.





THE SELECTION PROCESS

SUBMIT A COMPLETE ONLINE APPLICATION WITH THE FOLLOWING REQUIRED ITEMS:

- Resume
- Cover Letter
- A list of three (3) professional references

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



[CLICK HERE TO APPLY](#)

Koff & Associates
A Gallagher Company

For any questions regarding the recruitment, please feel free to reach out to either:
Senior Recruiter, Chelsea Freeman at cfreeman@koffassociates.com or Senior Recruiter,
Edna Swaim at eswaim@koffassociates.com

The final date to apply is Friday, December 9, 2022

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