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CITY OF  
**gilroy**  
CALIFORNIA  
A community with a spice for life



CITY OF GILROY, CALIFORNIA

# City Engineer





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## THE COMMUNITY

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The City of Gilroy is ideally situated in south Santa Clara County, 28 miles south of San Jose and 15 miles east of the Monterey Bay. Gilroy has emerged as a thriving city of almost 60,000 residents, with a healthy economic base consisting of technology, food processing, wine production and retail shopping. Gilroy's economy is diversified into nonagricultural commercial and industrial activities such as light manufacturing, wholesale operations, automobile sales, and large retail centers. The world-famous Silicon Valley, one of the world's most enterprising and technologically advanced metropolitan areas, and international airport is located within a 1/2-hour drive north of the City.

To learn more about the City of Gilroy, go to:

<https://www.cityofgilroy.org>.

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## THE DEPARTMENT

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The Public Works Department is responsible for providing high quality, safe and effective maintenance, operation and construction of streets, parks, storm drainage and related infrastructure. The Department is under new leadership with a renewed focus on master infrastructure planning, proactive capital maintenance and replacement, traffic engineering and customer service. Pipeline public projects include completion of the Civic Center Master Plan, design and bid of the new Santa Teresa Fire Station, a \$7 million pavement rehabilitation project, a \$3 million San Ysidro Park remodel project, and completion of Traffic Impact Fee Study. The City is processing multiple large private projects including an almost one million square foot Amazon data center as well as multiple residential subdivisions and multi-family projects.

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## THE POSITION

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The City Engineer reports to the Public Works Director and exercises and is afforded significant authority and discretion to oversee the day-to-day operations of the Engineering Division which is comprised of two sections--Capital Improvements and Development Review. The Engineering Division is responsible for the design, bid, management and inspection of City-owned capital infrastructure and facility projects. The Division is also responsible for the review of private development projects, issuance of typical engineering permits, and related inspections. Additionally, the position coordinates the internal Traffic Safety coordination including preparation of warrant studies and other engineering studies. The City Engineer will be the primary point of contact with the City's Utility Department facilitating coordination of street and utility capital projects. The City Engineer may serve in an acting capacity Director in the absence of the Public Works Director. The successful candidate will:

- Be a team player and open to differing opinions;
- Embrace technology and continuous quality improvement in all aspects of Engineering operations;
- Prepare, monitor and manage the Division budget (including operating and capital budget) and collaborate with the Director and Deputy Director on Departmental budget and capital budget;
- Be capable of representing the Department at the City Council, Commissions and other partner agencies;





- Familiarity with California statutes desirable, but not required.
- Be organized and use good judgement in working with residents, applicants and other customers
- Create work plans, policies and procedures necessary for the efficient operation of the Engineering Division and streamlining of permitting and other review activities.

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## THE IDEAL CANDIDATE

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The next City Engineer will be a visionary thinker, innovative, and inspiring with exceptional management, interpersonal, and communication skills. As the City Engineer, it will be important to effectively lead in a dynamic environment. The ideal candidate will have extensive experience overseeing and managing CIP projects and timelines, overseeing land development, working with cutting edge technology, have a desire to manage challenging and exciting projects, and thrive in a busy environment. The ideal candidate will support the director with engaging division employees to embrace the goals and workplans of the division and achieve results. Further, the ideal candidate will lead by example and serve as a coach and mentor to members of the Engineering Division team.

As the City Engineer you will bring extensive knowledge of current trends and best practices that impact and influence all aspects of transportation and municipal engineering, interact with the community, present at council, commission, and community meetings, and build relationships with neighboring agencies as the City of Gilroy is rapidly expanding.



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## MINIMUM QUALIFICATIONS

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- A Bachelor's degree in Civil Engineering, Traffic Engineering, Transportation Planning, or a related field from an accredited university.
- Five (5) years of progressively responsible professional-level public sector civil engineering work experience.
- Three (3) years of experience in a supervisory level position supervising public works engineering personnel to include making hiring recommendations, training, evaluating, and making disciplinary recommendations.
- Possess and maintain a valid registration as a Professional Civil Engineer issued by the State of California.
- Land Surveyor License desired, but not required.



## SALARY AND BENEFITS

**The current salary for the City Engineer is \$156,056 - \$214,337**

Initial placement in the salary range is typically within the first half of the range; however, in certain circumstances (i.e. an experienced lateral candidate) placement at or above the midpoint may be considered.

**The excellent benefits package includes:**

➤ **Retirement:**

- Classic members: CalPERS 2.5% @ 55 formula with employees paying 8% on a pre-tax basis.
- New hires: CalPERS 2.0% @ 62 with employees paying 50% of the total normal cost as set by CalPERS (currently 8%).

➤ **Health Insurance and Flexible Benefits Plan:** The 2025 City contribution toward the medical and dental cafeteria plan ranges from \$939.36 to \$2,480.68 per month depending on level (employee only, employee +1, employee + 2 or more) of medical coverage selected. There is also an option to waive medical coverage (with written proof of other coverage) and receive a cashback benefit of approximately \$600-\$700 per month - amount varies depending upon dental plan selected.

➤ **Vacation:** The annual vacation accrual ranges from two to four weeks per year based on City of Gilroy years of service.

➤ **Holidays:** The City observes 11 paid holidays per year.

➤ **Administrative/Personal Leave:** 56 hours of administrative leave and 44 hours of personal leave is granted in July of each fiscal year. Leave must be used during the fiscal year.

➤ **Sick Leave:** Employees accrue 8 hours of sick leave each month.



**NOTE: This is an onsite position and a 9/80 work schedule option is available.**

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

**This position will be open until August 8, 2025.**

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/gilroy-city-engineer/>

Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed. 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 participate in a virtual screen with the assigned recruiter. Koff & Associates will then present their findings in a report to the City. The City will then select candidates who will be invited to participate in a formal, in-person interview process.

