



CITY OF

PASADENA

Water Facilities

CAPITAL PROJECTS MANAGER & ENGINEER

\$137,884 - \$172,355 Annually (CPM)

\$136,528 - \$170,660 Annually (Eng)



Koff & Associates
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THE CITY

Pasadena, California is a vibrant and diverse community located at the base of the San Gabriel Mountains, just northeast of downtown Los Angeles. Internationally recognized for the Tournament of Roses Parade and Rose Bowl Game, Pasadena offers an exceptional quality of life, blending historic charm, cultural richness, and innovation. The city is home to world-renowned institutions, including the California Institute of Technology (Caltech) and Jet Propulsion Laboratory (JPL), as well as thriving business districts, distinctive neighborhoods, and an active arts and cultural scene.

As a full-service municipal organization, the City of Pasadena is committed to providing high-quality services through a collaborative, forward-thinking, and customer-focused approach. Residents enjoy outstanding parks and recreational amenities, acclaimed museums and theaters, excellent educational opportunities, and a strong sense of community engagement. With its reputation for excellence, innovation, and public service, Pasadena continues to be one of Southern California's most desirable places to live, work, and visit.

THE GOVERNMENT

The City of Pasadena operates under a council-manager form of government and is recognized for delivering high-quality municipal services through a collaborative and customer-focused organization. The City provides a full range of services to its residents and businesses through departments, including Finance, Fire, Housing, Human Resources, Information Technology, Parks, Recreation and Community Services, Public Library, Planning and Community Development, Police, Public Health, Public Works, Rent Stabilization, Transportation, and Water & Power. Pasadena's leadership is committed to fiscal stewardship, operational excellence, innovation, and community engagement, ensuring services are responsive to the evolving needs of one of Southern California's most dynamic communities.

Supporting a population of approximately 140,000 residents, the City organization is dedicated to preserving Pasadena's unique character while advancing strategic initiatives that promote economic vitality, public safety, sustainability, and exceptional quality of life. Pasadena's reputation for professional leadership, forward-thinking management, and service excellence has made it a destination employer for public sector professionals seeking meaningful opportunities to serve a vibrant and engaged community.



THE DEPARTMENT

The Pasadena Water and Power Department is a community-owned municipal utility providing electricity and water services to its customers. Its priorities include reliability, responsiveness to customers, competitive rates, and environmental stewardship to ensure sustainability and growth for the future. The Water Facilities section is responsible for planning, designing, constructing, and managing Pasadena Water and Power's critical water infrastructure, including groundwater wells, booster stations, reservoirs, treatment plants, and other essential facilities. Focused on replacing aging infrastructure and enhancing system reliability, the section delivers complex capital improvement projects that support the City's long-term water service goals.

Working closely with consultants, contractors, regulatory agencies, and City departments, the section oversees projects from design and permitting through construction and project closeout. The team plays a vital role in maintaining a reliable and resilient water system while delivering highly visible infrastructure investments.

THE POSITIONS

CAPITAL PROJECTS MANAGER

The City of Pasadena is seeking a seasoned and collaborative Capital Projects Manager to lead the construction delivery of critical water utility infrastructure projects that support the City's ongoing investment in replacing aging infrastructure and improving system reliability. This highly visible role manages capital improvement projects, ensuring they are completed safely, efficiently, and in compliance with approved plans, specifications, permits, schedules, and budgets. The position is responsible for coordinating and directing the implementation of capital projects from bid preparation through construction completion while balancing technical, financial, regulatory, and operational requirements.

Serving as the City's lead representative during construction, the Capital Projects Manager oversees contractor performance, conducts construction meetings, reviews RFIs, submittals, and change orders, resolves unforeseen field conditions, and ensures projects remain on schedule and moving forward. The role requires exceptional project management and contract administration skills, along with the ability to coordinate effectively and maintain strong working relationships with engineering consultants, contractors, inspectors, regulatory agencies, and City staff.

THE POSITIONS continued

The successful candidate will manage multiple projects while navigating Pasadena's procurement, contracting, budgeting, and approval processes and adapting to the transparency and accountability that come with delivering projects that often receive public attention.

This position offers a unique opportunity to play a direct role in strengthening the reliability and resilience of Pasadena's water system through the delivery of impactful infrastructure investments. The ideal candidate is a proactive problem solver who can successfully balance competing priorities, anticipate and resolve construction challenges, and work effectively across diverse stakeholder groups. Well-suited for professionals transitioning from consulting or construction environments, the role offers the opportunity to apply technical expertise within a collaborative public-sector setting focused on long-term community benefit.



ENGINEER

The City of Pasadena is seeking an experienced Engineer to lead the planning, design, and delivery of critical water infrastructure projects that support the City's commitment to replacing aging infrastructure and enhancing system reliability. This role oversees projects involving groundwater wells, booster stations, reservoirs, treatment plants, and other water facilities, preparing plans, specifications, cost estimates, and contract documents while ensuring compliance with engineering standards, regulatory requirements, schedules, and budgets.

Working closely with consultants, contractors, regulatory agencies, and City staff, the Engineer manages multiple projects during the planning, designing, and permitting phases; consults with engineering support during construction and implementation activities; and provides technical leadership on complex engineering initiatives. The position may supervise and mentor engineering staff and serve as a key contributor to the long-term reliability and resilience of Pasadena's water system.



THE IDEAL CANDIDATE

Capital Projects Manager (Water Facilities)

The ideal Capital Projects Manager is a collaborative, technically skilled project leader with extensive experience in managing the construction of complex water utility infrastructure projects. They bring expertise in construction management, project delivery, contractor oversight, contract administration, and with interpreting engineering documents, with the ability to successfully manage multiple projects involving groundwater wells, booster stations, reservoirs, treatment plants, and other critical water facilities. A strong communicator and relationship builder, they excel at coordinating with engineering consultants, contractors, inspectors, regulatory agencies, and City staff to keep projects moving forward and achieve successful outcomes.

The successful candidate is a proactive problem solver who can navigate Pasadena's procurement, contracting, budgeting, and approval processes while balancing competing priorities, addressing unforeseen construction challenges, and enforcing the City's safety policies and goals. They understand the accountability and transparency that come with delivering highly visible public infrastructure projects and are motivated by the opportunity to help modernize aging water infrastructure and improve system reliability. Adaptable, organized, and solutions-oriented, the ideal candidate thrives in a collaborative public-sector environment and enjoys leading impactful projects from bidding and construction through completion.

Engineer (Water Facilities)

The ideal Engineer is a licensed Professional Engineer with experience leading the design and construction support of complex water infrastructure projects, including groundwater wells, booster stations, reservoirs, treatment plants, and related facilities. They bring strong expertise in project management, contract administration, and engineering design, with the ability to oversee multiple projects while ensuring quality, regulatory compliance, and successful project delivery.

A collaborative and solutions-oriented professional, the successful candidate excels at working with consultants, contractors, regulatory agencies, and City staff while providing technical leadership and mentoring engineering teams. They are motivated by the opportunity to modernize aging infrastructure, improve system reliability, and support the long-term success of Pasadena's water utility system.



MINIMUM QUALIFICATIONS

Education, Experience and Certifications:

CAPITAL PROJECTS MANAGER:

- Any combination of education and/or experience that provides knowledge, skills, and abilities necessary for acceptable job performance would qualify. Example combinations include: a bachelor's degree in architecture, engineering, construction management, or a closely related field, and four years of progressively responsible experience in construction and project management with significant experience in building construction and major renovations, including at least two years in a lead, managerial, or supervisory role.
- Must have or obtain a Class C California driver's license and a satisfactory driving record.
- Possession of current registration as a professional engineer, licensed architect, or general contractor is preferred.

ENGINEER:

- Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include: Graduation from college with a major in engineering and three years of professional experience in the field of engineering design, field surveying, engineering inspection, water quality, electrical engineering, or architectural plan checking.
- Must possess a Class C California driver's license and a satisfactory driving record.
- Must possess a valid Certificate of Registration as a Professional Engineer issued by the State of California.

COMPENSATION & BENEFITS

The salary range for the positions are:

Capital Projects Manager: \$137,884 - \$172,355 Annually

Engineer: \$136,528 - \$170,660 Annually

The City of Pasadena offers a generous benefit package that includes:

CalPERS Retirement: 2.5% @ 55 for Classic members (employee pays 9.25%); 2% @ 62 formula for new members (employee pays 7.75%, which is half of the total normal cost). The City does not participate in Social Security.

Health Insurance: The City provides an allowance to assist with medical premiums. In 2026, the allowance for Employee + 2 or more dependents is \$2,386.57 per month (Employee only = \$917.91; Employee + 1 = \$1,835.82), and contributions are adjusted annually.

Dental Insurance: The City contributes 100% of the employee's premium and contributes \$80.00 toward dependent coverage.

Vision Insurance: The City offers vision care plans for employees. Enrollment is optional, and the premium is paid by the employee.

Vacation Leave: Accrual rate of 80 to 160 hours per year based on years of service.

Management Time Off: Annual allotment of 40 hours of MTO provided each calendar year.

Life Insurance: The City provides life insurance and accidental death and dismemberment coverage in the amount of \$75,000.

Group Long-Term Disability Insurance: The City pays for the core long-term disability policy and offers voluntary long-term disability that insures up to 66 2/3% of employees' salary up to a maximum of \$8,000 per month.

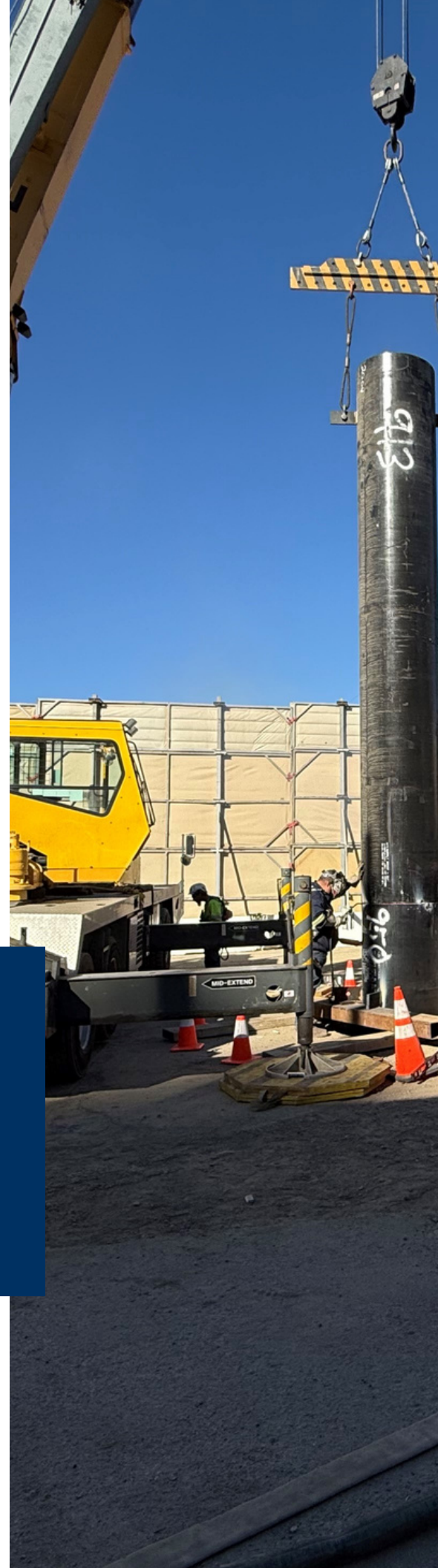
Sick Leave: Up to 80 hours of sick leave accrued per year.

Holidays: Eleven (11) paid holidays.

Tuition Reimbursement: The City will reimburse up to \$5,000 per fiscal year for pre-approved courses.

Professional/Personal Development Allowance: Annual allowance of \$750

Schedule: The City administration operates on a "9/80" schedule, closing on alternate Fridays.



Application & Recruitment Process

The final filling date is September 4, 2026

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

<https://koffassociates.com/capital-projects-manager-engineer-water-facilities/>

For additional information, please contact:

Chelsea Freeman

510.570.3844

chelsea_freeman@ajg.com

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, a Gallagher Company, will report the results to the City. The City will then select candidates to participate in panel interviews. Extensive reference and background checks will be completed on the selected candidate.



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