



The City of Thousand Oaks Invites
Your Interest for the Position of

ENGINEERING DIVISION MANAGER



CITY OF THOUSAND OAKS



THE COMMUNITY & ORGANIZATION

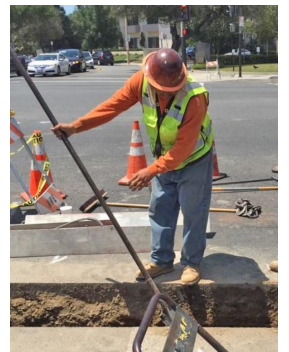
Thousand Oaks has much to be thankful for – an exceptional California community with family-friendly amenities that are the envy of cities across the region. Over fifty years of achievement have made Thousand Oaks one of the most sought-after places in California to live, work, recreate, and raise a family.

The City of Thousand Oaks, incorporated in 1964, is in beautiful Ventura County, 12 miles inland from the Pacific Ocean, nestled against the Santa Monica Mountains. The City is surrounded by hundreds of square miles of open space. Within the City's 56 square miles, over 15,500 acres are publicly owned open space, containing 150 miles of trails for hiking, biking, or equestrian use. Another source of pride in the community is the Bank of America Performing Arts Center, a beacon in the region featuring world-class entertainment, musicals, concerts, plays, children's shows, ballet, and much more.

A balanced family-oriented community of 132,000 with a strong local economy, Thousand Oaks is home to excellent schools, outstanding parks, and numerous retail shopping opportunities. The City has adopted a balanced budget with appropriate reserves throughout its history due to conservative management and adherence to long-term financial strategic plans. City Departments include City Manager's Office, City Attorney's Office, City Clerk, Human Resources, Finance, Community Development, Cultural Affairs, Library and Public Works. Police and Fire services are provided by Ventura County.

THE PUBLIC WORKS DEPARTMENT

The Public Works Department, with 181 employees is responsible for the overall planning, maintenance, operation, and improvement of public infrastructure, including engineering, streets, sidewalks, street trees, public landscaping, storm drainage, sewer, water, and traffic signals. Other services provided by the department include emergency preparedness, public transit, recycling and solid and hazardous waste collection services. The Department operating budget is over \$50 million and the Capital Budget is approximately \$35 million. The Department is responsible for operating and maintaining an infrastructure with an estimated value of more than \$2.5 billion. Engineering is comprised of two divisions: Engineering Services, which focuses on development and traffic, and Capital Projects which includes design and construction management.



It is an exciting time to work in Thousand Oaks. The organization is in the midst of a Comprehensive General Plan Update that seeks to align our resources for the service delivery needs of the future. We are anticipating significant employee turnover in the next five years due to anticipated retirements and efforts are underway to ensure that we are prepared for these significant changes. Across the organization, we are striving to ensure that services are delivered in the most effective, collaborative, and efficient manner possible.

THE POSITION

The Engineering Division Manager will report to the Deputy Public Works Director/City Engineer and may be assigned to Capital Projects or the Engineering Services Division. The Current vacancy is in Capital Projects and the successful candidate will oversee a staff of 15, as well as contract design and construction management consultants.

We are seeking an innovative and proactive Engineering Division Manager who will be responsible for leading and managing engineering activities to protect the capital investments in the City's facilities and infrastructure through maintenance, enhancement, and when necessary, expansion. The Engineering Division Manager is responsible for:

- Developing, implementing and monitoring long-term plans, budgets, goals and objectives focused on achieving the department's mission and priorities.
- Directing the preparation of a variety of studies and reports relating to current and long-range City capital improvement needs.
- Developing specific proposals to meet engineering needs.
- Planning and directing project management and inspection activities for a variety of capital improvement and maintenance projects.
- Managing the preparation of plans, specifications, designs, estimates and schedules, coordinating inspections and project monitoring programs.
- Effectively leading staff and working with department managers to develop and sustain a highly competent, accountable, and customer service-oriented team.
- Working cooperatively with other City staff and promoting internal collaboration.
- Working with developers, contractors, engineers, consultants, testing labs, and others to ensure successful completion of capital projects.
- Managing the traffic engineering functions.
- Making presentations to the Traffic Commission, Planning Commission, and City Council.



CURRENT PRIORITIES & ISSUES

We are looking for a highly skilled, experienced and self-motivated individual to plan, organize and direct the activities of the Capital Projects Division. Some of the key upcoming initiatives are the 2020 Paving Program, LA Granada Pump Station, Los Robles Groundwater Desalination, and Conejo School Road and Willow Lane Sidewalk and Bike Lanes as well as several projects at Hill Canyon Treatment Plant.

- Plan and execute engineering strategies to keep projects on schedule and within budget.
- Assist with the implementation of the organization-wide "People Strategy" and Public Works Department Strategic Plan that will align resources, technology priorities and staffing for the future.
- Shape and positively influence the Public Works environment by embracing change and promoting a culture of ownership.
- Motivate staff to be innovative, collaborative, excel in community outreach, promote continuous improvement and move forward in an enthusiastic and professional manner.
- Identify and procure grant funding opportunities for street maintenance and other infrastructure projects.
- Assist and support operations staff in meeting current and future regulatory and maintenance challenges in an efficient and innovative manner.

CITY OF THOUSAND OAKS



QUALITIES OF THE IDEAL ENGINEERING DIVISION MANAGER

The City of Thousand Oaks is preparing the organization for the future and the Engineering Division Manager must have a positive, forward thinking perspective. The successful candidate must be an enthusiastic professional with strong management, interpersonal and leadership skills. The Engineering Division Manager is expected to be both tactical and strategic, have a big-picture perspective and should possess the following attributes of senior level management:

- Effective Communicator
- Strategic Thinker
- Problem Solver and Decision Maker
- Planner and Organizer
- Interpersonally Effective
- Skill and Career Development Coach
- Technically Knowledgeable

The successful candidate will:

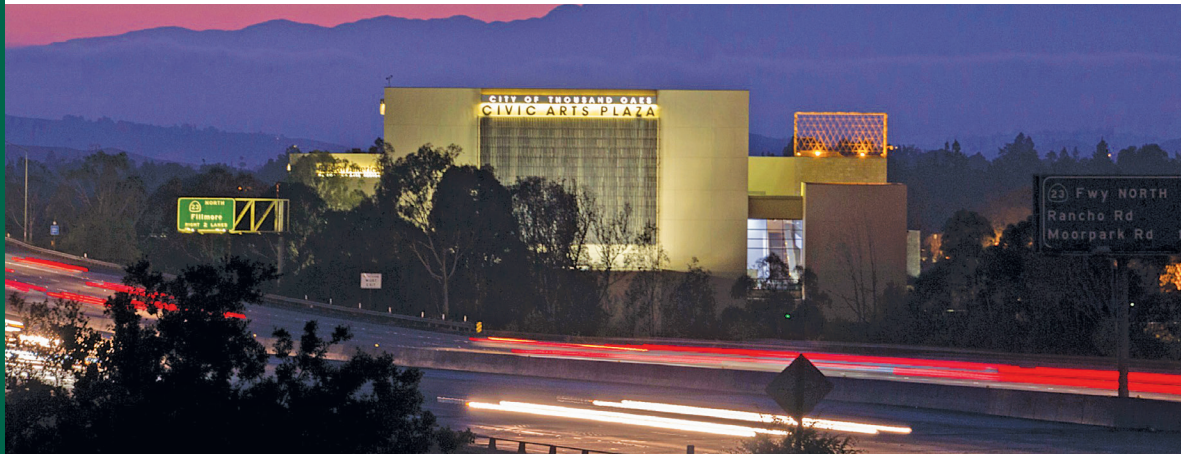
- Provide leadership and direction to ensure a high performance and customer service-oriented environment.
- Provide leadership to manage and direct challenging and comprehensive engineering projects.

- Provide strategic and tactical planning by leveraging knowledge of engineering while aligning with the City's overall goals.
- Drive continuous improvement through innovation and optimization of processes and procedures.
- Have extensive team building skills, be results oriented, and be a seasoned project manager with strong management skills.
- Work cooperatively with all City departments.
- Have superior interpersonal and communication skills that thrive in a fast-paced work environment.
- Enjoy the daily challenges of priority setting and driving initiatives.
- Understand the importance of effective civic engagement.

The position requires a Bachelor's degree from an accredited college or university with major course work in civil engineering or related field and a minimum of seven years of progressively responsible engineering experience, two of which were in a lead supervisory or administrative capacity equivalent to the Senior Civil Engineer position.

A valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for Civil and Professional Engineers is a requirement. Possession of a valid class C California driver's license is also required.

CITY OF THOUSAND OAKS



COMPENSATION & BENEFITS

The City of Thousand Oaks offers a competitive total compensation package. The annual salary range for this position is \$115,274 to \$172,912. Compensation level is determined by qualifications and experience with the anticipation of appointment at or below the range mid-point.

The City provides an excellent benefit package that includes:

Cafeteria Plan – The City provides \$830 dollars to use toward medical premiums and/or optional programs Flexible Spending Accounts, life insurance, etc.

Medical – The City provides \$435 to use towards medical premium for employee and/or dependents.

Dental and Vision – The City provides dental and vision benefits for employee and dependents.

Life Insurance – City-paid policy of \$100,000 for employee and \$5,000 for dependent.

Deferred Compensation Plan – City contributes 3% of annual salary.

Retirement – CalPERS 2% @ 55 Plan for “Classic” members and 2% @ 62 Plan for “New” members.

Annual Leave – Accrual begins at 190 hours annually and increases based upon years of service.

Administrative Leave – Up to 40 hours annually; prorated based on date of hire.

Holidays – 11 holidays annually.

HOW TO APPLY

If you are interested in this outstanding opportunity, please visit our website at www.toaks.org to apply online.

FIRST REVIEW OF CANDIDATES

– MONDAY –
MARCH 16, 2020

For additional information or questions, please contact Sharon Chen in the Human Resources Department at (805) 449-2168.

The City of Thousand Oaks is proud to be an Equal Opportunity Employer and welcomes applications from all qualified applicants.

Additional information about the City of Thousand Oaks is available at our website: www.toaks.org.

