

The County of San Diego  
Department of Public Works  
Invites Resumes for

# LUEG Program Manager



County of San Diego



The Land Use & Environment Group (LUEG) Department of Public Works, is seeking a highly motivated and experienced leader to manage and oversee the Capital Improvement Projects section of the Department of Public Works' Engineering Services Division.

### *The Position*

This LUEG Program Manager position will report to a Deputy Director, Public Works, and will be responsible for coordinating, managing, and monitoring the overall activities of the Capital Improvement Projects section. This position is responsible for the development and project management aspects of the Public Works' five-year plan for all Department of Public Works' horizontal infrastructure improvement and maintenance projects. These projects include roads and road related drainage, new and refurbished bridges, flood control facilities, underground utilities for potable water and wastewater systems, and airport projects. In regard to all projects, this position's responsibilities include coordinating with local community planning groups, citizens, and others to identify potential projects; identifying funding source; establishing project scope, timeline, and budget; and providing overall detailed project management in all phases. These projects will vary in size and can be as much as \$40 million. Approximately 100-150 complex projects are in various phases of design, right-of-way acquisition, and contract advertisement. Each year, 15 to 20 construction contracts are awarded. The Capital Improvement and Maintenance Operational Plan typically budgets between \$50 million and \$75 million on an annual basis.

Duties may include, but are not limited to:

- Serve as leader and program/project manager over large public sector improvement projects that may pose risks in safety.
- Serve as the County Engineer and Road Commissioner responsible for approving design exceptions and formally accepting private development constructed roads into the County Road System.
- Identify and resolve issues and problems using engineering-based evaluation and judgment.
- Write and present board letters submitted to the County's Board of Supervisors.
- Manage the work performed by 30 to 35 employees consisting of supervisory engineers, professional staff, finance staff, and clerical/support staff responsible for performing engineering studies, design contract specifications, and contract compliance work and engineering consultant support contracts.
- Deliver presentations and interface with executive managers, elected officials, outside industry groups, representatives of outside agencies, public interest groups, and private citizens.
- Prepare correspondence to the County Board of Supervisors.

### *The Ideal Candidate*

The ideal candidate will have substantial relevant experience in a public agency, or related private agency or organization, along with strong management, leadership, and interpersonal skills. The ideal candidate must also possess a thorough knowledge of design, public sector contracting, and construction management as it pertains to public works road and road-related infrastructure projects. The ideal candidate will also possess the following knowledge areas: Civil engineering theories, procedures and methods; Federal, State, and local regulatory codes related to public works activities and operations; contract negotiation and administration; and the General Management System (GMS) of the County of San Diego in principle and practice.

The ideal candidate will also possess a Qualified Storm Water Pollution Prevention Plan Developer (QSD) certificate as per Order No. 2010-0014-DWQ; and a current certification as a Project Management Professional.

## *The Ideal Candidate (Continued)*

The ideal candidate will possess:

- Significant experience in construction management on public works construction projects
- Experience as a Resident Engineer managing very large and complex public works construction projects costing at least \$10 million
- Experience working with regulatory agencies on construction projects
- Experience in, and knowledge of, heavy construction methods and means; construction materials; and construction industry standard practices on road, bridge, and utilities infrastructure projects
- Experience in supervising, planning, and managing the work of at least five employees
- Experience in making presentations to governmental officials, community groups, and professional groups
- Experience in establishing, monitoring, and tracking project budgets for annual work programs
- Experience in planning, procuring, and negotiating consultant construction management services and task orders.
- Knowledge of State of California stormwater regulations and permits, along with how applied to capital improvement projects
- Knowledge of safety codes and regulations related to construction contracts
- Ability to analyze complex technical and administrative situations and recommend effective course of actions
- Skill and ability to demonstrate effective leadership

The ideal candidate will possess a professional history that demonstrates the following necessary leadership competencies and attributes:

- Actively seeks opportunities to improve status quo
- Motivated to perform beyond the requirements of the position
- Persists over time in the face of obstacles; tenacious
- Demonstrates desire to improve self
- Sets and achieves challenging goals for self
- Follows through on commitments
- Seeks feedback and corrects course
- Carefully adapts message to others
- Acts as a consensus builder
- Demonstrates strong teamwork and collaboration skills
- Relates to a wide range of styles and personalities
- Seeks to understand perspectives and needs of others
- Establishes rapport easily
- Carefully considers implications and impact of decisions across time and on others
- Understands multiple perspectives, agendas, goals, etc.
- Candidly addresses and confronts performance issues
- Deals with performance issues in a timely manner
- Negotiates well, settles differences, and maintains relationships
- Builds and supports mutually beneficial relationships with other organizations, associations, and community contacts





## *The Department*

The mission statement of the Department of Public Works is as follows:

- Preserve, enhance, and promote quality of life and public safety through responsible development of reliable and sustainable infrastructure and service
- Commitment: Promote a culture that provides responsive service through highly motivated, professional, and knowledgeable staff in a fair and efficient work environment
- Integrity: Provide leadership and promote collaboration to balance stakeholder interests
- Stewardship: Manage resources to continually improve services and balance safety and infrastructure needs with protection of the environment

## *Education and Experience*

A bachelor's degree from an accredited college or university, or certified equivalency for foreign studies, AND, five (5) years of experience that demonstrates the ability to perform the essential functions of the classification which must include two (2) years of management or supervision;  
OR, a combination of experience and/or education as stated above.

**This position requires a current and valid registration by the State of California as a Professional Civil Engineer (Business and Professional Code, Section 6730)**

### **Notes:**

A master's degree or higher may substitute for a total of one year. In order for education to substitute for work experience as indicated above, college level coursework must demonstrate progress toward a degree and may be substituted on a year-for-year basis.

Qualifying experience will include CAO Staff Officer or Project Manager experience that involves leading projects.

## *Compensation*

The hiring range for this position is between \$114,000 and \$124,000, depending upon qualifications.

## *General Management System*

The County engages in a continuous cycle of planning, implementing, evaluating, and renewing the planning process. The County's comprehensive guide for managing this cyclic process is called the General Management System (GMS). For more information regarding GMS, please click [here](#). The successful candidate must have a general understanding of the General Management System.



## *Application and Selection Process*

Interested applicants should complete an employment application which can be accessed online at the County of San Diego's website located [here](#).

In addition to completing the application, please attach your resume at Step 1 of the application process. Resumes should include academic degrees held and dates conferred; current and valid professional license(s) and certificate(s) held, employment history including positions held, employer(s), key duties and responsibilities, reporting structure, job titles and number of staff managed.

Applications and résumés will be initially screened for minimum qualifications. An evaluation board will convene to review submittals and identify top competitors to be considered for further evaluation.

**The closing date for this recruitment is April 22, 2015, at 11:59 pm**

## *Special Notes*

Persons serving in positions in the unclassified service do not accrue tenure and serve at the pleasure of the appointing authority. The provisions of this job announcement may be modified or revoked and do not constitute an expressed or implied contract.

Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

## *Contact Information*

Questions regarding the application process may be directed to Aaron Morgan, Senior Human Resources Analyst, at [Aaron.Morgan@sdcounty.ca.gov](mailto:Aaron.Morgan@sdcounty.ca.gov). For questions regarding the position, please contact Kenneth Sisneros, Departmental Human Resources Officer, Department of Public Works, at [Kenneth.Sisneros@sdcounty.ca.gov](mailto:Kenneth.Sisneros@sdcounty.ca.gov).