

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

LUEG Program Manager Promotional



County of San Diego

This is a promotional recruitment open only to current employees of the 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 Construction Engineering 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 Construction Engineering Section, consisting of the CIP Construction Engineering and Materials Laboratory branches. This position is responsible for the administration of all public works construction contracts in the department. Contracts vary in size and can be as much as \$40 million, with 15 to 20 construction contracts taking place simultaneously. The Capital Improvement and Maintenance Operational Plan typically budgets between \$50 million to \$100 million on an annual basis.

Duties may include, but are not limited to:

- Serve as leader and Resident Engineer over large public sector improvement projects that may pose risks in safety
- 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
- Serve as a point of contact for change orders and board letters that are submitted to the County's Board of Supervisors for approval
- Manage the work performed by 40 to 60 employees consisting of supervising engineers, professional staff, finance staff, and clerical/support staff responsible for performing contract compliance work and construction material testing work
- Interface with executive managers, representatives of elected officials, representatives of outside agencies, and private citizens

The Ideal Candidate

The ideal candidate will have substantial relevant experience in a public agency, or related private agency or organization, with strong management, leadership, and interpersonal skills. A current and valid Professional Engineers License in California is preferred as well as a thorough knowledge of construction management as it pertains to public works construction 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 (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 they are 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
- 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:

- 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.

Notes:

A master's degree or higher may substitute for a total of one (1) 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.

For some positions, registration by the State of California as a Professional Engineer (Business and Professional Code, Section 6730) or Professional Land Surveyor (Business and Professional Code, Section 8725) may be required.

Some positions in the Department of Public Works may require a Qualified Storm Water Pollution Prevention Plan Developer (QSD) and/or a Qualified Storm Water Pollution Prevention Plan Practitioner (QSP) certificate as required by Order No. 2010-0014-DWQ within one (1) year of appointment.

Compensation

The hiring range for this position is between \$113,000 and \$120,000 annually, 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 GMS.



Application and Selection Process

Interested applicants should complete an employment application which can be accessed online at the County of San Diego's website at: <http://www.sdcounty.ca.gov/hr>

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, 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 July 30, 2014.

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, Human Resources Analyst, at 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.