



CAPITAL IMPROVEMENT PROGRAM – LEAD PROJECT MANAGER

(Actual Job Class: Group Program Manager)

Department of Public Works

Anticipated Hiring Range: \$155,00 - \$162,000 Annually

Join our team! California registered professional engineers may be eligible for a salary supplement, but all applicants are encouraged to apply and be part of our dynamic team.

Excellent Benefits Package



THE POSITION

The County of San Diego is seeking a dynamic, highly motivated, and innovative leader to fill an immediate opening for **Capital Improvement Lead Project Manager** (Official Title: Group Program Manager). This unclassified management level position is assigned to the Department of Public Works, Engineering Services.

The Capital Improvement Lead Project Manager will report directly to the Capital Improvement Program (CIP) Program Manager. The Capital Improvement Lead Project Manager will facilitate and assist the CIP Program Manager with the development and implementation of the Department of Public Works' short and long-term capital improvement programming documents and annual Operational Plan. The CIP projects consist of infrastructure improvements and maintenance, including roads and road related drainage, new and refurbished bridges, flood control facilities, underground utilities for potable water and wastewater systems, water quality infrastructure improvements and airport projects. The selected candidate will lead and support the project managers and their technical teams in working with a variety of stakeholders; attaining County and departmental objectives for the delivery of the CIP projects; while maintaining budget, schedule, scope, and operational goals. Other responsibilities include coordinating and communicating with executive management, local community planning groups and others, as well as presenting at public meetings and developing official correspondence.



THE IDEAL CANDIDATE

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

- Strong communication skills and ability to engage the public effectively
- Ability to thrive in a fast-paced, high profile, and demanding environment
- Skilled in project management and outcome-based performance management
- Ability to build, organize, lead, and motivate high-performing teams to be accountable; support concurrent complex projects; initiate change; and achieve challenging goals
- Demonstrates strong organizational skills, attention to detail and follows through on commitments
- Stimulates and actively seeks innovative ideas to develop or enhance programs
- Organizational and political awareness of issues, and the ability to build consensus and clearly communicate with stakeholders at all levels in verbal and written form
- Experience in a public agency or related private organization with project management, design, construction, and contracting for large complex public works infrastructure projects; and broad knowledge of standard practices related to public works infrastructure projects
- Knowledge of project and program management theories, procedures, and methods
- Knowledge of civil engineering practices, standards and processes
- Knowledge of applicable Federal, State, and local regulatory codes and rules; administration experience related to public works infrastructure activities and operations
- Knowledge of project management software and programmatic tools used for large portfolios of projects and resources
- Experience in establishing, monitoring, and tracking project and program budgets and schedules; preparing recommendations and reports related to engineering programs; and developing, tracking, planning, procuring, and negotiating consultant services and task orders

Additionally, the ideal candidate will have demonstrated experience in leading civil engineering teams and projects in a public agency setting; and will possess relevant professional certification/license such as a Project Management Professional (preferred) and/or Professional Engineer (preferred).

THE DEPARTMENT

The Department of Public Works (DPW) preserves, enhances and promotes quality of life and public safety through the responsible development and maintenance of reliable and sustainable infrastructure and services in the unincorporated region. DPW serves the unincorporated parts of the County of San Diego (County) maintaining our roads, sidewalks and bridges; providing wastewater services; keeping road drainage systems and flood control channels clear; operating traffic signals and streetlights; managing eight airports; providing professional project management, engineering, and construction contract services; and inspecting private developer construction sites and permit work performed in the County's Right of Way. DPW consists of five divisions responsible for a variety of services and activities: Engineering Services, Land Development, Transportation, Management Services and Policy, Outreach and Data.

CAPITAL IMPROVEMENT PROGRAM

The County's Capital Improvement Program (CIP) includes over 150 complex projects in various phases of design, right-of-way acquisition, and contract advertisement. The annual budget for the Capital Improvement and Maintenance Operational Plan ranges between \$150 million and \$180 million annually. About 30 to 35 construction projects are awarded annually.

CIP works with internal and external stakeholders to develop infrastructure improvement projects that provide community benefits. CIP performs outreach and engagement with community members to better understand their needs and to communicate the benefits and impacts of the capital project. This outreach and engagement process is a critical component to the success of capital projects and is the core function of the County's General Management System.

Post project development, CIP oversees the construction, transfer and implementation of DPW assets. New DPW assets are identified during project development and are monitored during construction and upon completion transferred to the asset owner for oversight. This is critical in allowing the assets to be capitalized, monitored and maintained by DPW.



MINIMUM QUALIFICATIONS

Applicants must possess the following:

Three (3) years of experience which demonstrate the ability to perform the essential functions of the classification AND a bachelor's degree from an accredited U.S. college or university, OR a combination of education and/or experience 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 stated above, college level coursework must demonstrate progress toward a degree and may be substituted on a year-for-year basis.

A degree in engineering (structural, civil, environmental, traffic), project management, public administration, or related fields is highly desirable.

Experience leading teams in civil engineering or multi-disciplinary Public Works projects in a governmental or non-profit or relatable setting is highly desirable. Professional certifications such as a Project Management Professional (PMP) or Professional Engineer (PE) are highly desired.

SALARY & BENEFITS

COMPENSATION

The anticipated hiring range is \$155,000 to \$162,000 annually.

California registered professional engineers may be eligible for a salary supplement

Salary placement for this position is dependent upon the qualification of the successful candidate. Salary reviews are performance-based and goal oriented.

BENEFITS

- 15 days of paid vacation, 13 days of paid sick leave, 10 days of paid executive time off, 14 paid holidays, and 3 days of paid emergency child and/or older adult leave per year.
- Medical, dental, and vision insurance plans
- Disability Insurance, Life Insurance, and Accidental Death/Dismemberment Insurance
- Flexible Management Benefit Package – a monthly credit may be used to select benefits from a group of options
- View the detailed Benefit Plan for [Unclassified Management \(UCL\)](#)
- Defined benefit retirement program
- Reciprocity with other governmental retirement systems may be granted; for further information, visit the website for the [San Diego County Employees Retirement Association](#)
- Deferred Compensation Program 457 and 401(a) plans
- May be eligible for relocation allowance up to \$15,000



How To Apply

Application Process and Recruitment Schedule

1. Complete the online application at www.sandiegocounty.gov/hr
2. Select the current job posting link. 24031807U
3. Attach your resume at the Attachment step of the application.
4. Attach a copy of your degree, transcripts, or certified foreign equivalency.

A first review of applications will take place the week of August 16, 2024. Interested applicants are encouraged to apply as soon as possible for consideration.

The Department of Human Resources will remove personally identifiable information from all new recruitments. This practice, called Blind Applicant Screening, will hide a candidate's personal information that could influence or bias a hiring decision. Personal information includes name, phone number, address, gender, age, and race. This process will help contribute to a fair and equitable selection process leading to a more diverse and inclusive workforce.

Please make sure to update the Work History in your application profile to match your resume. Hiring managers will only receive the redacted application **(without resumes)** to determine which candidates they will interview. Resumes will be sent to hiring managers at the time interviews are scheduled.

Contact Information

You may direct questions regarding the application and selection process to Bryan Faircloth, Executive Recruiter at Bryan.Faircloth@sdcounty.ca.gov.

For questions regarding the position or department please contact Lydia Lopez, Group Human Resources Director at Lydia.Lopez@sdcounty.ca.gov.



The County of San Diego is committed to valuing diversity and practicing inclusion because our diverse workforce is our greatest asset, and our customers are our number one priority.



As an employer of over 18,000 employees, the County of San Diego is an organization committed to veteran hiring, retention, and professional development. We recognize the contributions and sacrifices made by our veterans and value the unique expertise and leadership qualities they bring to our workforce. We strive to provide veterans with the resources and tools necessary to maximize their employment opportunities, and to assist veterans with their transition into civilian life by applying the valuable skills, knowledge, and training acquired in service to positions and career paths at all levels within our large organization.

