

COUNTY OF SAN DIEGO

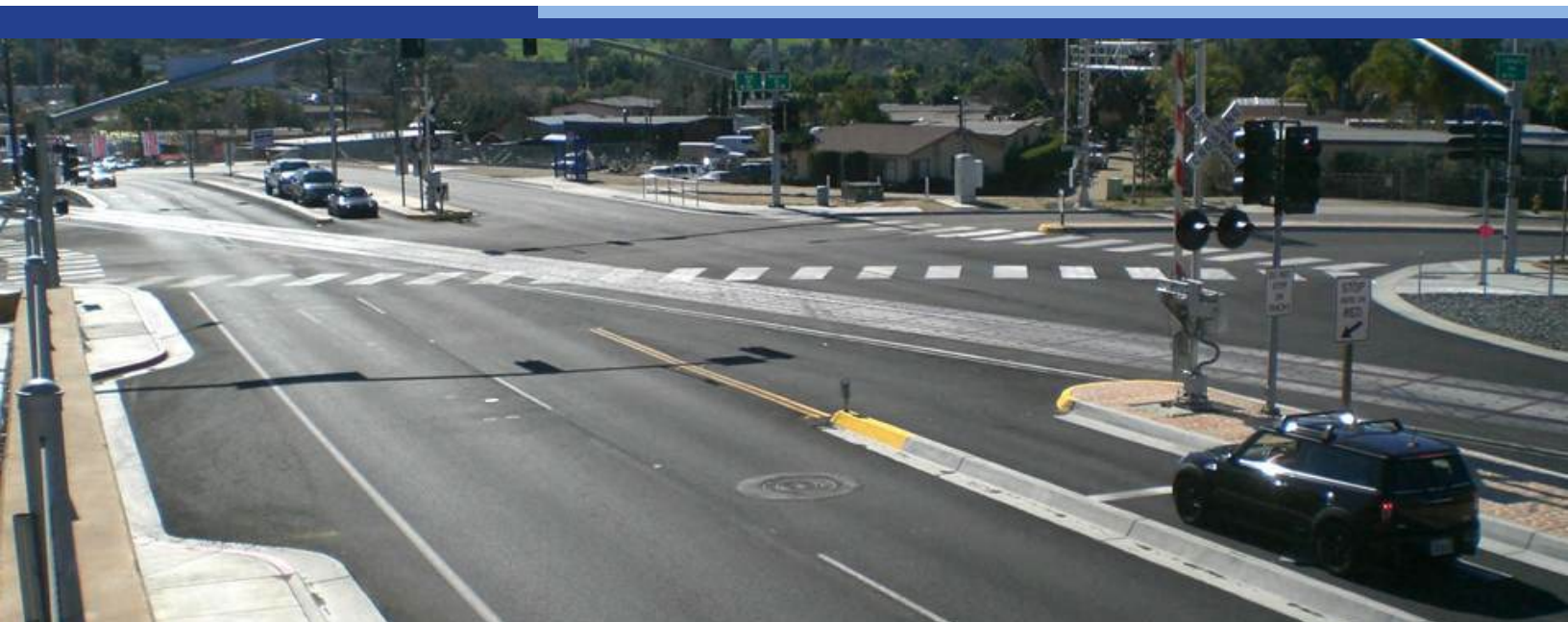


# Capital Improvement Program Manager

Official Class Title: **LUEG Program Manager**

**Anticipated Hiring Range: \$145,000 - \$155,000**

Commitment, Integrity, and Stewardship  
Operational Excellence



# THE POSITION



## CAPITAL IMPROVEMENT PROGRAM MANAGER

The Department of Public Works (DPW) is seeking a highly motivated and experienced leader to manage and oversee the DPW's Capital Improvement Program (CIP). The CIP Manager (LUEG Program Manager) will report directly to the Engineering Services Deputy Director and will lead a team of dedicated Project Managers professionals in the development and delivery of a variety of public works capital and improvement and maintenance projects.

The CIP Program Manager provides strategic leadership to develop and implement DPW's 5-Year Capital Improvement Program and Annual Operational Plan. Responsibilities include: implementing programs and procedures; developing and delivering strategic initiatives and operational objectives; coordinating and communicating with officials, management, local community planning groups, and other stakeholders; fiscal planning and funding strategies; developing and tracking project scopes, timelines, and budgets; and overall program management for all phases of project portfolio.

## THE IDEAL CANDIDATE

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

- Ability to thrive in a fast-paced, high profile, and demanding environment
- Skilled in strategic planning, project management, and outcome-based performance management
- Ability to build, lead, and motivate high performing teams to be accountable; support concurrent complex projects; initiate change; and achieve challenging goals
- Organizational and political awareness of issues, and 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 civil engineering theories, procedures, and methods; applicable federal, state, and local regulatory codes and rules; and contract development and administration experience related to public works infrastructure activities and operations
- 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
- Knowledge of the State of California and local storm water regulations and permits related to capital improvement projects

In addition, the ideal candidate will possess current registration as a State of California Professional Engineer (Civil Engineer); certification as a Qualified Storm Water Pollution Prevention Plan Practitioner/Developer (QSP/QSD per Order #2010-0014-DWQ); and certification as a Project Management Professional.



# 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 County maintaining our roads, sidewalks and bridges; providing wastewater services; keeping road drainage systems and flood control channels clear; operating traffic signals and street lights; 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 four divisions responsible for a variety of services and activities.

## CAPITAL IMPROVEMENT PROGRAMS

DPW's Capital Improvement Program includes more than 150 complex projects in various phases of design, right-of-way acquisition, contracting, and construction. Approximately 30 construction projects are awarded annually, and the Capital Improvement and Maintenance Operational Plan budget exceeds \$120 million annually.

The program enhances the overall quality of life in the unincorporated county through the development of horizontal infrastructure improvements and maintenance, including roads and road related drainage, water quality improvements, new and refurbished bridges, flood control facilities, underground utilities for potable water and wastewater systems, and airport projects. These improvements help ensure that neighborhoods are safe for residents to live, work and play; support environments that foster viable, livable communities while bolstering economic growth; make it easier for residents to lead healthy lives while improving opportunities for children and adults; and provide equitable access to our residents.

The CIP Team consists of project management teams, team leaders, design teams, utility and right of way coordinators, and a contract development and administration team. The teams are responsible for the overall management and coordination of planning, budget, design, environmental clearance and permitting, right of way acquisition and utility coordination for the capital program portfolio of projects.



# MINIMUM QUALIFICATIONS

## Applicants must possess the following:

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

**Notes:** A master's degree or higher degree may substitute for a total of one year of experience and cannot be applied to the required one year of supervision. Qualifying experience will include CAO Staff Officer or Project Manager experience that involves leading projects.

## SALARY & BENEFITS

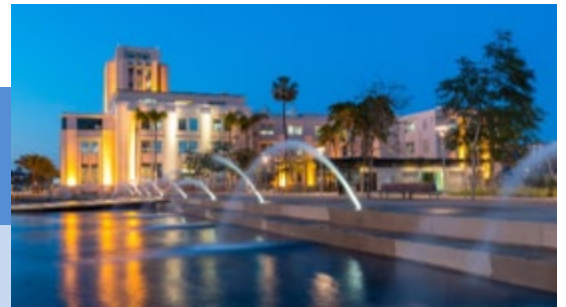
### COMPENSATION

The anticipated hiring range is \$145,000 - \$155,000 annually.

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

### BENEFITS

- Fifteen days of paid vacation, thirteen days of paid sick leave, and thirteen paid holidays
- 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
- 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 System](#)
- Deferred Compensation Program 457 and 401(a) plans
- May be eligible for relocation allowance up to \$15,000



# THE COMMUNITY OF SAN DIEGO

From our world-class beaches to almost year-round sunny weather, San Diego offers our residents much more than sun and waves. Downtown you can watch a Padres game at Petco Park or enjoy one of the fine-dining restaurants in the Gaslamp.

## SAN DIEGO WEATHER ANNUAL AVERAGES

- **HIGH TEMPERATURE:** 70°F
- **LOW TEMPERATURE:** 58°F
- **RAINFALL:** 10.4 INCH



Heading east you will find mountains that may be covered in snow depending on the time of year. Head south and you will start to truly see the diversity in both geography and cultures. Head west, and you will run into over 70+ miles of pristine coastline.



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.



LIVE WELL  
SAN DIEGO

The County of San Diego and its employees embrace the Live Well San Diego vision: A region that is Building Better Health, Living Safely and Thriving. For more information please visit [www.livewellsd.org](http://www.livewellsd.org)



# HOW TO APPLY

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

You may complete an online application at [www.sandiegocounty.gov/hr](http://www.sandiegocounty.gov/hr); select the current job postings link, job number 22031508U. Please attach a copy of your college degree, final transcript, diploma, or completion letter. The deadline to apply is September 22, 2022.

Interviews for the top candidates will take place the week of October 3, 2022. Interested individuals are encouraged to apply as soon as possible for consideration.

\*Beginning July 1, 2022, 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 resumé. Hiring managers will only receive the redacted application (without resumé) to make a determination of which candidates they will interview. Resumé will be sent to hiring managers at the time interviews are scheduled.

## 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. Qualified women, minorities, and persons with disabilities are encouraged to apply. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of a job, on a case-by-case basis.

## CONTACT INFORMATION

You may direct any questions regarding the application and selection process to Veronica Gibson, Senior Executive Recruiter at [Veronica.Gibson@sdcounty.ca.gov](mailto:Veronica.Gibson@sdcounty.ca.gov)

Questions regarding the position or department should be directed to Lydia Lopez, Group Human Resources Director for the Land Use and Environment Group at [Lydia.Lopez@sdcounty.ca.gov](mailto:Lydia.Lopez@sdcounty.ca.gov)

