



CITY OF PALO ALTO
invites applications for the position of:
**Utility Engineering
Manager**

SALARY: \$60.48 - \$90.71 Hourly
\$10,483.20 - \$15,723.07 Monthly
\$125,798.40 - \$188,676.80 Annually

OPENING DATE: 04/30/17

CLOSING DATE: Continuous

DESCRIPTION:

The City of Palo Alto Utilities Department is currently recruiting for Utilities Engineering Manager. The position, which serves as a Division Manager, is responsible for managing Gas, Water and Wastewater (WGW) services, with oversight of 20+ FTE's, including four Senior Engineers who are direct-reports. The management structure of the department includes four Assistant Directors, a Chief Operating Officer (COO) and a General Manager (GM) of Utilities.

Strength in all three Utilities (Water, Gas and Wastewater) is desirable, however, expertise in a single or dual area will be considered if the candidate demonstrates a capacity as a strong manager with the ability to quickly build expertise and engage in all aspects of the division. This position will oversee day-to-day operations of the department, with primary responsibility for delivering on-time and on-budget Capital-Improvement Projects in accordance with the City's Annual CIP Budget and 5-Year CIP Program. This requires the Utility Engineering Manager to have extensive experience in:

- Design and Construction for small and large Capital Projects;
- Government Bidding requirements, process and approval of awards;
- Development and oversight of Request for Proposals (RFPs) and Requests for Qualifications (RFQs);
- Contract Management, including monitoring performance standards and adhering to the contract scope;
- Department of Transportation (DOT) inspections and audits;
- Municipal Budget system for special and designated funds; and
- Managing within a Civil Service Personnel system, with an understanding of Merit Principles and union rights.

Given the responsibilities and scope of the position, it is necessary for the successful candidate to bring a proven history of strong communication skills (written and verbal), foresight and proactive planning, leadership and a talent for managing people. The successful candidate will provide a verifiable track record throughout their career of creating and strengthening teams, building collaboration and providing development opportunities for staff.

In filling this position, Palo Alto seeks an individual who will challenge the status quo and streamline and improve the way that business is conducted. The position offers an outstanding opportunity for high-profile, energizing and interesting work, including a Joint Trench project on University Avenue, a major project at a downtown corridor (Hamilton/Lytton) and support Stanford Medical Center and Stanford Research Park, including oversight of the Emergency Supply and Distribution System. This position will also engage with the City's Utility Advisory Commission (UAC) and will represent the City on progressive regional efforts related to improving energy governance, emerging trends and best practices related to Utilities.

For a detailed Job Description, click here- [ENGINEERING MANAGER, WATER, GAS & WASTEWATER](#)

MINIMUM QUALIFICATIONS:

Sufficient education, training and/or work experience to demonstrate possession of the knowledge and skills, which would typically be acquired through: Bachelor's degree **and** seven years of directly related experience; or an equivalent combination sufficient to successfully perform the essential duties of the position.

Licensing Requirements:

- Valid California Driver's License;
- Registered as a Professional Engineer in the State of California

Please note that meeting the minimum qualifications does not guarantee an interview. Only the strongest candidates with the best match to the position will advance in the process.

RELOCATION CANDIDATES:

Relocation candidates are welcome and encouraged. Please be aware that Palo Alto's housing prices are among the highest in the country. As of March 2017, average apartment rent within the city of Palo Alto, CA is \$3067 -- one bedroom apartments in Palo Alto rent for \$2722 a month on average and two bedroom apartment rents average \$3608. It is recommended that you view real estate sites such as Redfin or Rentjungle to view specific home prices and availability in the area (Palo Alto zip code 94301.) Lower housing costs may be available within nearby communities but will require longer commute times. Please contact Human Resources if you wish to discuss relocation with an HR Representative.

IDEAL CANDIDATE:

This opening is for an energetic person with experience in team building, performance management, and general engineering management of water, gas and wastewater utilities. This position is a unique opportunity to contribute to a team responsible for delivering a full range of utility services to the City. Must have experience in the management of engineering workgroups, experience in the design, operation and maintenance of water, gas and wastewater systems. The Utility Engineering Manager position is an excellent opportunity for a leader with an unyielding commitment to serving the public sector. An ideal career path to meet the Ideal Candidate experience is to have managed a small-scale Utility service or to have served as a Division Manager in a larger Utility agency.

MISSION: The Government of the City of Palo Alto exists to promote and sustain a superior quality of life in Palo Alto. In partnership with the community, our goal is to deliver cost-effective services in a personal, responsive and innovative manner.

Application Deadline: Qualified applicants are encouraged to apply promptly: The City of Palo Alto reserves the right to close any recruitment without notice. Positions without a closing date may close at any time. Other recruitments may be limited to a specific number of applicants. Please read job announcements thoroughly for important information.

Selection Process: Application screening will be part of the selection process. Based on application screening, those candidates with the most relevant qualifications will be invited to an oral interview, which may include a written exam and/or practical exam.

Accommodation: Persons with disabilities who require special accommodations may contact the Human Resources Department at 650 329-2376.

Resumes: are welcome as attachments; however they are not accepted in lieu of a complete City application.

The City of Palo Alto is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, gender, age, national origin or disability.

To Apply visit our website at www.cityofpaloalto.org

Position #201700388
UTILITY ENGINEERING MANAGER
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