



CITY OF SAN JOSÉ, CALIFORNIA
DEPARTMENT OF TRANSPORTATION
IS SEEKING PROFESSIONALS FOR

**PRINCIPAL ENGINEER – REGIONAL RAIL/TRANSIT PLANNING & ENGINEERING
AND
DIVISION MANAGER – REGIONAL HIGHWAYS AND LOCAL PROJECT DELIVERY**

THE COMMUNITY

Known as the “Capital of Silicon Valley,” San José is the world’s leading center of innovation. With over one million residents, San José is the third largest city in California and the 10th largest city in the U.S. Encompassing 178 square miles at the southern tip of San Francisco Bay, San José is Northern California’s largest city and one of the most diverse large cities in the United States.

San José’s quality of life is unsurpassed. Located 50 miles south of San Francisco and 30 miles east of Pacific Coast beaches, the City is in a valley surrounded by mountain ranges and enjoys an average of 300 days of sunshine a year. Those living and working in San José have access to the City’s many attractions including cultural and performing arts, and recreational opportunities. Nearby open space provides easy access to mountain parks, trails, lakes, and streams. The downtown area is home to modern high-rise housing, renovated theaters, and cultural attractions. Nightlife options include ballet, opera, symphony, live theater, nightclubs, and restaurants; inquiring minds are served at the Tech Museum of Innovation, the Museum of Art, and the Children’s Discovery Museum.

San José’s transformation into a technology center has led to the City housing the largest concentration of innovation expertise in the world. The San José area today is powered by one of the most highly educated and productive populations in America. San José celebrates its diversity and does not have an ethnic majority. The City is proud of its quality of life and of the rich cultural diversity evident in its population, its workforce, and its many neighborhoods.

THE CITY

The City of San José operates under a Council-Manager form of government; the City Council consists of 10 Council Members elected by district and a Mayor elected at-large. The City has 14 departments, along with other strategic

functional and Council-appointed offices that are organized into City Service Areas (CSAs). The 2016-2017 Operating and Capital Budgets for the City total \$2.9 billion. The 6,100 city employees are represented by 11 bargaining units that have active leadership.

THE DEPARTMENT

The Department of Transportation’s (DOT) mission is to provide a safe, balanced and reliable transportation system, supported by quality transportation infrastructure that aims to meet the needs of San José residents and businesses. DOT has approximately 450 employees with annual Operating and Capital Budgets of about \$285 million. DOT is driven by its strategic priorities, a responsiveness to community and organizational needs, and a recognition that teams, people and partnerships are fundamental to our success.

The Department is organized into four functional areas: Transportation Planning and Project Delivery; Transportation Safety and Parking Operations; Infrastructure Maintenance; and the Director’s Office/Administrative Services. The Principal Engineer and Division Manager positions reside in Transportation Planning and Project Delivery.

TRANSPORTATION PLANNING AND PROJECT DELIVERY

Transportation Planning and Project Delivery is responsible for a growing portfolio of progressive and essential transportation programs and projects that support San Jose’s bold agenda for economic development, smart growth, and multi-modal travel. Key programs include the following:

- Policy and Planning
- Regional Highways and Local Project Delivery
- Regional Rail/Transit Planning & Engineering
- Development Review and Geometric Design

THE POSITIONS

Principal Engineer – Regional Rail/Transit Planning & Engineering

The Principal Engineer will lead the City’s involvement and project oversight related to the planning, design and construction of several large-scale regional rail and bus transit projects. The projects are anticipated to be operational by 2025 and will lead to a significant transformation of the City’s transportation systems. The projects include California High Speed Rail (HSR), BART Phase II extension from Berryessa Station through downtown San Jose, Caltrain electrification, Light Rail and Bus Rapid Transit extensions, and major expansion of the Diridon Transportation Center.

The position reports to the Deputy Director of Transportation Planning and Project Delivery (PPD) and will develop, lead and manage a professional/technical staff team of engineers and specialists. The position requires significant coordination with the respective lead agencies, City departments and other stakeholders including: HSR, VTA, BART, Caltrain, Caltrans, Union Pacific Railroad; and other City departments including Public Works, Planning, Economic Development, and Council Offices; and the community to ensure that the projects are consistent with the City’s goals, policies and interests.

Key job responsibilities include the following:

- Develop and lead a strategic program and project approach that includes development of staffing, budgets and workplans that organize key project milestones to positively influence outcomes during each phase of the projects.
- With the project team, serve as key technical experts in the review of project alternatives to ensure that projects serve San Jose interests and are consistent with the City’s codes, policies and standards.





- Participate in and augment essential community outreach and stakeholder engagement and provide additional communication channels for community members to ensure concerns and issues are properly understood and addressed by sponsoring agencies (e.g. HSR, VTA, Caltrain).
- Establish project development and delivery agreements with lead agencies for technical and design review, right of way encroachment and acquisition, operations, maintenance, and permitting, and the recovery of City costs.
- Understand the roles and relationships of key staff within the City and organize them into high performing team to effectively guide the projects.
- Develop and effectively lead the regional rail/transit staff team, and create a positive work environment through skill development, teamwork, meaningful recognition, and proper assignment of responsibility and accountability.
- Prepare and present technical reports, studies and project information to Mayor, Council, Senior City Management and general public.

Division Manager – Regional Highways and Local Projects Delivery

The Division Manager will lead the City's Regional Highway and Local Project Delivery Program. The primary focus of this position is to lead and manage the planning, coordination, design and delivery of regional highway and local/city complete street projects.

The position reports to the Deputy Director of Transportation Planning and Project Delivery (PPD) and will develop and oversee a professional/technical staff team of engineers and specialists. Significant coordination is essential with partners and stakeholders including Caltrans, VTA, Santa Clara County, and other City departments to include Public Works, Planning, Economic Development, and Council Offices; and the community to deliver projects that are consistent with the City's goals, policies and interests.

Key job responsibilities include the following:

- Develop and lead a strategic program and project approach that includes development of staffing, budgets and workplans that organize key project milestones to positively influence outcomes during each phase of the projects.
- With the project team, manage and direct the review of project alternatives to ensure that projects serve San Jose interests and are consistent with the City's codes, policies and standards.
- Plan, direct, participate and augment essential community outreach and stakeholder engagement activities and provide additional communication channels for community members to ensure concerns and issues are properly understood and addressed by the Project Delivery Team and sponsoring agencies (e.g. VTA, Caltrans Functional Units to include Project Management and Local Assistance).
- Establish project development and delivery agreements with agencies, consultants and others for technical and design review, right of way encroachment and acquisition, operations, maintenance, permitting and the recovery of City costs, as applicable, including Caltrans Local Assistance Procedures and other processes associated with grant funding.
- Understand the roles and relationships of key staff within the City and organize them into high performing team to effectively guide the projects.
- Develop and effectively lead the regional highway/local projects staff team, and create a positive work environment through skill development, teamwork, meaningful recognition, and proper assignment of responsibility and accountability.

LEADERSHIP AND MANAGEMENT COMPETENCIES

The ideal candidates are seasoned transportation professionals who are motivated

to assume a leadership role in transforming transportation in this region. He or she is technically and organizationally astute with the ability to establish highly-effective working relationships with numerous local and regional stakeholders and across the organization. The ability to think strategically in the context of competing priorities and a drive to strongly advocate for the City of San Jose's best interests will also serve the candidates well.

In addition, the ideal candidates possess track records of individual and leadership success as demonstrated by the following:

- **LEADERSHIP:** Effective and empathic leader and communicator skilled at building relationships, guiding employees and teams, and supporting their development and recognition.
- **STRATEGIC THINKING:** Thoughtful and strategic decision maker with a track record of considering options and consequences, and producing valuable results
- **TEAM WORK AND INTERPERSONAL SKILLS:** Collaborative partner with stakeholders inside and outside the City organization and the community.
- **PROJECT MANAGEMENT:** Effective program and project manager that produces results and understands the details that are necessary to keep performance on track, ensure stakeholders and staff are well informed, and to make necessary course corrections in a timely way.
- **CONSTRUCTIVE ENERGIES:** An innovative spirit and approach interested in various perspectives, improved ways of doing business, and recalibrating the organization.
- **JOB EXPERTISE:** Knowledgeable transportation professional with experience that aligns with key responsibilities of the position.
- **COMMUNICATION SKILLS:** Communicates and listens effectively and responds in a timely, effective, positive and respectful manner.

Education, Certifications, and Experience:

- **Principal Engineer** – Requires a Bachelor's degree from an accredited college or university in the required professional discipline. A Master's Degree in Civil Engineering, Public Administration, Urban Planning or similar is desired; and eight (8) years of progressively responsible, directly related, professional experience, including at least three (3) years of experience at a level equivalent to Senior Engineer.
- **Principal Engineer** – Requires possession of a Certificate of Registration as a Professional Engineer in the State of California.
- **Division Manager** – Requires a Bachelor's degree from an accredited college or university in the required professional discipline. A Master's Degree in Civil Engineering, Public Administration, Urban Planning or similar is desired; and six (6) years of progressively responsible, directly related, professional experience, including at least three (3) years of experience of supervisory experience.
- **Division Manager** – Possession of a Certificate of Registration as a Professional Engineer in the State of California is desirable but not required.
- **Both Positions** – Federal law requires all employees to provide verification of their eligibility to work in this country. Please be informed that the City of San Jose will not prepare or file a labor condition application with the Department of Labor.

COMPENSATION AND BENEFITS

The approved salary range for these positions goes up to **\$146,668.92**. The actual salary will depend on the qualifications and experience of the individual selected.

The City provides an array of benefits including:

Retirement – Competitive defined benefit retirement plan reciprocal with CalPERS; defined contribution plan available as an option.

Health Insurance – The City contributes 85% towards the premium for the lowest cost plan. There are several plan options.

Dental Insurance – The City contributes 100% of the premium of the lowest-priced plan for dental coverage.

Personal Time – Vacation is accrued initially at the rate of three weeks per year with amounts increasing up to five weeks after 15 years of service. Executive Leave of 40 hours is granted annually. Sick Leave is accrued at the rate of 8 hours per month.

Holidays – The City observes 14 paid holidays annually.

Deferred Compensation – The City offers an optional 457 Plan.

Flexible Spending Accounts – The City participates in Dependent Care Assistance and Medical Reimbursement Programs.

Insurance – The City provides a term life policy equal to two times annual salary. Long-term disability and AD&D plans are optional.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

This recruitment is open until filled. To be considered, please submit a cover letter that describes your interest, experience, and fit for the position, three work-related references (who will **not** be contacted without prior notice), indication of current salary and a resume that reflects your organizational experience and size of staff and budgets you have lead and managed. Submit the requested materials to:

CPS HR  CONSULTING

Teresa Webster
CPS HR Consulting
Phone: (916) 263-1401
Email: resumes@cpshr.us
Web-site: www.cpshr.us/search

Resumes will be screened in relation to the criteria outlined in this brochure and candidates with the most relevant qualifications will be invited to preliminary screening interviews conducted by the consultant on an ongoing basis as resumes are received. Thorough reference/ background checks will be conducted on top finalists.

