



# City of Milpitas

## Announces a job opportunity for Principal Civil Engineer

**Working Title:** Principal Civil Engineer, Land Development  
**Annual Salary Range:** \$105,891 - \$139,384  
**Final Filing Date:** Open until filled.

### About the Position

The Land Development Principal Civil Engineer leads, supervises, plans, coordinates, and manages the Land Development Engineering Section of the Engineering Division. This section reviews and approves all subdivision maps, grading and erosion control plans, and developer public improvement plans; issues encroachment permits for construction work within the City's public right-of-way; administers the National Flood Insurance program, and Local Improvement, Community Facilities and Landscape Maintenance Districts; maintains utility plats showing water, sewer, recycled water, and storm drain facilities; provides public access for all City drawings, deeds, maps assessment district diagrams, aerial photos, and utility drawings, and performs GIS mapping updates and maintenance. The section also performs special studies.

**Supervision Received and Exercised** – This position receives direction from the City Engineer. Exercises direct and indirect supervision over professional, technical and clerical staff within assigned section.

**Examples of Duties** - duties may include, but are not limited to, the following:

- Lead, supervise, plan, administer, coordinate, and participate in the activities of the Land Development section;
- Provide professional and technical engineering expertise relative to assigned area of responsibility;
- Serve as part of Departments Senior Management team by assisting in development and implementation of Department goals, policies, procedures and priorities;
- Meet and confer with developers, contractors, engineers and the general public relative to City policies, regulations, and engineering standards and procedures;
- Coordinate discrepancies and resolve problem situations with outside parties, oversee land and easement acquisition activities;
- Supervise the preparation, updating and maintenance of maps and records, and prepare and/or review improvement agreements.
- Interpret, apply, and prepare revisions as appropriate for relevant codes, ordinances, rules and regulations;
- Develop and administer assigned section budget, administer and/or oversee consultant and other contracts, provide technical review and approval of all payments and billing for contracted services, and track section costs;
- Review and sign engineering drawings, plans, specifications, studies, and reports;
- Coordinate engineering activities with other City departments and divisions as appropriate;
- Serve as staff to a variety of City and outside commissions, boards and committees as assigned;
- Supervise, train, and evaluate assigned professional, technical, and clerical staff;
- Conduct special engineering studies relative to assigned area of responsibility; prepare appropriate reports and analyses; and
- Perform related duties as assigned.
- Additional tasks and duties of specific engineering sections are described in Addenda 1 - Land Development Principal Civil Engineer.

### Minimum Qualifications

**Experience:** Five (5) years of increasingly responsible civil engineering experience, including significant supervisory responsibilities. A significant portion of experience with public agencies is highly desirable.

**Education:** Bachelor of Science degree from an accredited college or university with major course work in civil engineering or closely related field.

### License and Certificates:

- Registration as a professional civil engineer in the State of California.
- Possession of or an ability to obtain and maintain a valid driver's license from the State of California.

- Floodplan Management Certificate is desirable.

### **Special Requirements**

*Essential duties require the following physical abilities and work environment:*

work is performed primarily in an office environment and at construction sites; extensive use of the telephone, radios, and computers with repetitive keyboarding; ability to walk on uneven ground; and drive to various locations daily. Ability to work safely in a hard-hat construction zone is essential.

### **Selection Process**

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Candidates who successfully pass the selection process will be placed on an eligibility list. All candidates will be advised of their status once a finalist has been selected.

### **To Apply**

Only online applications via CalOpps will be accepted. Visit the City of Milpitas website at [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) or [www.calopps.org](http://www.calopps.org) to apply. Copies of required certificates (if applicable), must be scanned into one document, along with a resume, and attached to your application by the filing date.

A complete job description is available on the City of Milpitas website: [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) (under Employment, Job Specs) or from Human Resources - (408) 586-3090.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

### **Salary and Benefits**

The salary for this position will be dependent upon the qualifications and experience of the selected candidate. The salary range: \$105,891 - \$139,384 annually. The City provides an excellent array of benefits that includes the following:

- Retirement - In compliance with AB340, CalPERS retirement formula is either 2% at age 62, or 2% at age 60, subject to an individual's eligibility and applicable pension reform law.
- Contributory Retirement Plan - New Hire Employee pays 7% or 6.25% employee PERS contribution subject to an individual's eligibility and applicable pension reform law. Employee will also pay 8.3% towards the employer PERS contribution, with a reduction to 4.3% towards the employer PERS contribution effective July 1, 2015.
- Vacation - 11 days per year to a maximum of 31 days per year.
- Sick - 12 days per year
- Holidays - 13 days per year
- Health Insurance - Multiple plans
- Dental and Vision - City paid.
- Life insurance - City paid \$50,000 life insurance. Long and short-term disability coverage.
- 457 (b) Deferred Compensation Plan - Voluntary
- Tax deferred medical and dependent savings plans
- Flexible Spending - Pre-tax medical and dependent day care expense accounts

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

455 E. Calaveras Blvd., Milpitas CA 95035-5411

PH: 408-586-3090 • Fax: 408-586-3092

<http://www.ci.milpitas.ca.gov/government/hr/employment.asp>



**Principal Civil Engineer, Land Development  
Supplemental Questionnaire**

Please respond to each question and return this form and your responses with your completed application. The supplemental information that you provide will be evaluated along with your completed application form. Be as specific as you can in answering these questions.

**Your application will not be considered if a complete response to this questionnaire is not submitted.**

1. Do you have a Bachelor's degree from an accredited college or university with major course work in civil engineering or closely related field? If so, please describe.
  
2. Are you registered as a professional civil engineer in the State of California?  
(Check one)  
YES \_\_\_\_\_ NO \_\_\_\_\_
  
3. Please describe your experience in Land Development.

