



**City of Gaithersburg, Maryland  
Engineering Services Division Chief**

The City of Gaithersburg's Engineering Services Division Chief has the opportunity to work in a growing City that is well managed, provides excellent services, and enjoys community support in one of the nation's most diverse and desirable communities. Residents of Gaithersburg enjoy an outstanding quality of life, thanks in part to its team of City staff who work diligently to provide exceptional customer service.

The Engineering Services Division Chief manages a \$3.2M budget and reports to the Public Works Director and has six direct reports, which include three full-time and one part-time project engineers, a program coordinator, and a right-of-way inspector. The Engineering Services Division is responsible for managing traffic and transportation operations and the design, construction, and management of capital projects.

This position develops and oversees the 30-year plan for the City's infrastructure needs, including preparation of the Five-Year Capital Improvement Plan (CIP) and pavement maintenance plans. The division supervises and manages the City surveyor functions, parking lot maintenance, residential recycling contractor, and the citywide street lighting repair and maintenance contract.

The minimum qualifications for the position include any combination of education and experience equivalent to a bachelor's degree in civil engineering or a closely related field and five years of experience in general civil engineering work, including supervision and/or strong project management experience.

Preferred qualifications include experience in a municipal government setting, supervisory experience, and a Professional Engineer (PE) license. Demonstrated experience in presenting and communicating complex issues in an understandable manner, outreach and community engagement on projects, and experience with traffic engineering, plan review, and pavement management programs are also preferred. The following certifications are also preferred but not required: Project Management Professional (PMP) or Construction Documents Technologist (CDT) certification.

The salary range for this position is \$90,891 – \$145,090, depending on qualifications, with an excellent benefits package. The City typically hires near the midpoint of the range, but consideration for a higher starting point may be given depending on experience.

Applications will be accepted electronically by The Novak Consulting Group at [www.thenovakconsultinggroup.com](http://www.thenovakconsultinggroup.com). Applicants complete a brief online form and are prompted to provide one document (Word or PDF) that contains a cover letter and resume with salary history. Open until filled with the first review of applications on June 28, 2019.