

City of

Thousand Oaks



ENGINEERING DIVISION MANAGER

THOUSAND OAKS, CA





THE COMMUNITY

As a premier City and a center of culture, innovation, business, and recreation, the City of Thousand Oaks is one of the renowned communities in the United States. Situated along U.S. Highway 101, nearly equidistant between Los Angeles and Santa Barbara, the City is consistently ranked among the safest cities in the nation for communities and is widely regarded as one of the most desirable places to live, work, and raise a family.

Incorporated in 1964 and encompassing approximately 55 square miles, Thousand Oaks (population ~ 123,000) is the second largest city in Ventura County. Nestled in the Conejo Valley against the Santa Monica Mountains, with easy access to the beach, the City places a strong emphasis on environmental stewardship and open space preservation. Approximately one-third of the City is designated as open space, with more than 15,000 acres of publicly owned natural areas and over 150 miles of trails for hiking, biking, and walking. Recognized as a bicycle friendly community, Thousand Oaks hosted stages of the Amgen Tour of California.

The City continues to invest in its future through initiatives such as a new General Plan, and major efforts focused on building a new Downtown. The Thousand Oaks Civic Arts Plaza, located Downtown, serves as a cultural cornerstone and plays a central role in the community's identity and long-term vision.

Thousand Oaks also is home to major corporate headquarters and employers, a diverse range of retail, entertainment and dining options, and respected educational institutions, including California Lutheran University and Amgen, a global biotechnology leader headquartered in the City.

CITY GOVERNMENT

The City of Thousand Oaks is a General Law City serving the public under the Council-Manager form of government. The City Council is comprised of five members elected by district to serve four-year terms with staggered elections every two years.

The position of Mayor is rotated annually among the Council Members. The Mayor and City Council appoint the City Manager who is responsible for implementing the goals, policies, and objectives of the City Council. City Manager Andrew "Drew" Powers has been with the organization since 2007, holding various positions, including Assistant City Manager and Communications Manager. He has served as City Manager since 2016.

The City is comprised of ten departments: City Manager, City Attorney, Strategic Communications & Public Affairs, City Clerk, Finance, Community Development, Human Resources, Cultural & Community Services, Information Technology, and Public Works, with each Department Head reporting on a day-to-day basis to the Assistant City Managers. The City contracts with Ventura County for police services and is served by the Ventura County Fire District. With a Fiscal Year 2025-2026 Operating and Capital Improvement Program budget of \$303 million, and approximately 450 personnel, the City's services, work ethic, priorities, budget, and culture are motivated by a strong, well-recognized, and growing collaboration between the staff team and City partners. For more information, please visit toaks.gov.

THOUSAND OAKS PUBLIC WORKS DEPARTMENT

The Public Works Department is staffed by a team of approximately 200 personnel responsible for the management of the City's streets, sidewalks, landscape and trees, storm drains, water/wastewater, and traffic signals, based out of the Municipal Service Center and Hill Canyon Treatment Plant. The Department is also responsible for engineering services, capital projects, transportation engineering, assessment districts, public transit, encroachment permits, environmental sustainability, energy, and solid waste collection, based out of City Hall at the Civic Arts Plaza. The Public Works Department operating budget for Fiscal Year 2025-2026 is \$150 million, with an additional \$60 million for capital projects.

THE OPPORTUNITY

There are three Engineering Managers who report to the Deputy Director/City Engineer, with areas of responsibility that include land development and transportation; infrastructure capital improvement projects; and water and wastewater engineering and construction.

The Engineering Manager, currently overseeing land development and transportation, will retire this summer. The City plans to hire in advance of that transition, as well as prior to additional anticipated vacancies for other Engineering Manager(s) later this year. This provides a valuable opportunity for overlap with the incumbent, supporting continuity of operations and the transfer of institutional knowledge. The succession of staff also provides a timely opportunity to reconsider, and potentially reorganize, the responsibilities and reporting staff for the City's multiple Engineering Managers based on the experience and skillset of the candidates identified through this recruitment.

The Department is collaborative and team-oriented, with Engineering Managers working closely together and supporting a range of projects and initiatives across the organization. **The City encourages candidates with expertise in any of the following fields to apply: land development, transportation, capital projects, water and wastewater design and construction, or related municipal engineering functions. Qualifying candidates may have one or more of these areas of experience to be considered for an Engineering Manager role.**



Upcoming Projects

Downtown Thousand Oaks: the comprehensive renovation and redevelopment of the 17-acre Thousand Oaks Civic Arts Center as the anchor of a new downtown district stretching approximately 1 mile along the Thousand Oaks Boulevard corridor.

Redevelopment Projects: There are many redevelopment projects in the pipeline requiring involvement by the Public Works Department for subdivision, right-of-way management, and utility coordination. Notable projects include T.O. Ranch, which is the largest mixed-use development in the City's history including retail, apartments, and townhomes, complemented by dining and recreation. Other notable projects include a \$600 million local investment by Amgen, as well as the construction of a 12-mile reverse osmosis concentrate pipeline by the Las Virgenes–Triunfo Joint Powers Authority.

Active Transportation: The City recently approved a comprehensive Active Transportation Plan (ATP) that furthers the City's ongoing commitment to becoming a greener, more pedestrian and bicycle-friendly community. The 2026 ATP outlines near-term and long-term transportation projects, mainly focused on completing and closing the gaps within the City's bicycle network and pedestrian recommendations to maximize connectivity and accessibility.

Capital Improvement: Each of the Engineering Division Managers support the City's robust, approximately \$60 million-per-year Capital Improvement Program, with the current position opening(s) supporting projects related to traffic signal design and construction, electrical system undergrounding as coordinated with Southern California Edison and private developments, flood control and other right-of-way improvements, and many other areas. An anticipated Engineering Manager vacancy may lead to Capital Improvement Program responsibilities in the areas of water distribution and storage projects, wastewater collection and treatment projects, and stormwater projects.



THE IDEAL CANDIDATE

The new Engineering Division Manager will have the opportunity to work on a wide range of high-impact projects in a dynamic, team-oriented environment. The ideal candidate is an experienced and forward-thinking engineering professional who brings both technical expertise and a genuine passion for people-centered leadership.

This individual will be approachable and highly collaborative, with a natural ability to build trust and foster a positive, supportive team culture. As a leader, they are dedicated to developing others, serving as a mentor and coach who actively supports staff growth, knowledge transfer, and long-term career development across a multi-disciplinary team that includes seasoned professionals and emerging talent.

The successful candidate brings a growth mindset and a curiosity that drives continuous improvement. They are open to new ideas, adaptable, and have a track record of successfully implementing change. Innovative and solutions-oriented, they can assess complex challenges, apply sound judgment, and make timely, well-informed decisions in a fast-paced environment. High emotional intelligence and self-awareness are essential, along with the ability to navigate and resolve conflict with professionalism and respect.

An effective and confident communicator, this leader engages comfortably with a wide range of stakeholders, including community members, developers, business representatives, public officials, and partner agencies. They understand the importance of delivering responsive, customer-focused service and are skilled at balancing efficiency and accessibility with the City's engineering standards and regulatory responsibilities. A strong appreciation for the role engineering plays in supporting development, infrastructure, and overall community vitality is essential.

This is a highly collaborative role requiring strong working relationships across Public Works divisions and with other City departments. The ideal candidate excels at building partnerships, aligning priorities, and contributing to a cohesive, service-oriented organization.

Technologically savvy, this individual is comfortable leveraging data driven systems and tools that support project delivery, permitting, and customer service. They look for opportunities to improve processes, increase transparency, and streamline operations. As a working manager, they remain engaged in the day-to-day activities of the division while providing clear direction, accountability, and support to their team.

Ultimately, the City seeks a well-rounded leader who combines technical credibility with approachability, sound judgment, and a collaborative leadership style. This individual will play a key role in supporting the City's ongoing development and infrastructure efforts by ensuring that services are efficient, solution-oriented, and responsive to the needs of the community, while maintaining high standards for quality, safety, and long-term community benefit.

EDUCATION & EXPERIENCE

Graduation from a four-year college or university with major course work in civil engineering and seven years of professional engineering experience, two of which were in a supervisory or administrative capacity, is required. A current California Professional Engineer (PE) Registration in Civil Engineering is also required, registration as a California Traffic Engineer (TE) may also be considered. Related municipal experience as well as project management certifications are desirable. Any combination of education and/or experience that provides the knowledge, skills, and abilities necessary will be considered.



Application & Selection Process

The closing date for this recruitment is **midnight, Thursday, May 28, 2026**. To apply for this opportunity, upload your cover letter, resume, and list of four professional references using the "Apply Now" feature at www.tbcrecruiting.com.

COMPENSATION & BENEFITS

Effective July 4, 2026, there will be a 2% increase to the current salary range. Following the increase, the anticipated hiring range for the Engineering Division Manager position will be \$145,341 - \$181,676, with a full salary range up to \$218,011. The City typically makes offers within the hiring range based on the candidate's experience and qualifications. In addition to salary, Thousand Oaks offers an attractive benefits package that includes, but is not limited to:

Retirement: Classic CalPERS members will be enrolled in the 2% @ 55 plan, with an employee contribution of 7% (pre-tax). New CalPERS members will be enrolled in the 2% @ 62 plan, with an employee contribution of 50% of the normal cost of the CalPERS contribution (pre-tax). The City does not participate in Social Security, though participation in Medicare is mandatory (1.45% employee contribution).

Deferred Compensation: Employees may voluntarily defer earnings, on a pre-tax basis, into a 457 deferred compensation program. City contributes 3% of employee annual salary into the 401(a) deferred compensation plan.

Retirement Health Savings (RHS): City makes an annual \$1,000 contribution during the first full pay period after July 1 of each year.

Holidays: 10 observed paid holidays per year plus two ten-hour floating holidays.

Administrative Leave: 40 hours each fiscal year, prorated based on date of hire.

Annual Leave: Newly hired employees will be credited with two weeks of annual leave upon date of hire. Annual leave accrues on a bi-weekly basis based on years of service; 0-3 years of service provides 190 hours of annual leave.

Medical/Dental/Vision: City provides \$1,765 for 'employee only', \$1,815 for 'employee plus one dependent', or \$2,065 for 'families' per month to be used toward medical insurance premiums and voluntary benefits. The City contracts with CalPERS to provide PPO and HMO medical plans, Delta Dental PPO, and EyeMed.

Tuition Reimbursement: Available after one year of employment.

Work Schedule: 9/80 work schedule. Hybrid work options may be available after one year of employment, subject to operational needs.

Other benefits: Dependent Care and Medical Expense reimbursement accounts, Optional Life Insurance, and Optional Critical Illness and Cancer Insurance are available on a voluntary employee-paid basis. For more information, please visit toaks.gov/benefits.

TB & CO.

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Following the closing date, resumes will be screened in relation to the criteria articulated in this brochure. Applicants with the most relevant qualifications will immediately be granted preliminary interviews by the recruiters. A small group of candidates will be invited to participate in additional interviews in Thousand Oaks in June. A selection is anticipated shortly thereafter following completion of extensive background and reference checks. Please note that references will not be contacted until the end of the process and, at that time, will be done in close coordination with the candidate impacted.

