



CITY OF
KIRKLAND, WA

invites your interest
in the position of

Capital Division Manager



Annual Salary Range:
\$149,133 - \$194,585
Plus Excellent Benefits Package

Open Until Filled

WHY KIRKLAND

Imagine a modern, lakeside city within a short bicycle ride of Seattle and a few hours' drive to the Cascade Mountains and the San Juan Islands. That place is Kirkland, Washington: A vibrant community of 96,710 on the shores of Lake Washington. A metropolitan powerhouse that blends urban sophistication, natural beauty, and an exceptional quality of life that's a stone's throw away from Seattle and the Puget Sound.

Like any great city, Kirkland is a destination for boutique shopping, eclectic food, and the latest cultural happenings. Kirkland boasts 54 parks, including 11 along the waterfront of picturesque Lake Washington. Money Magazine ranked Kirkland third on its 50 Best Places to Live in the U.S. list in 2022 — a ringing endorsement of the people and businesses that already call Kirkland home.

Kirkland's diverse community boasts a median age of 38, a low poverty rate of 6.57%, and a median household income of \$136,000. Nearly a quarter of Kirkland's residents were born outside the U.S., adding to the city's rich cultural tapestry and making it a welcoming place for all. For those with a family or who want to start one, Kirkland offers top-quality education and several high-ranking schools for students of all grades. Kirkland also runs two community centers that offer programs for people of all ages.

Kirkland offers an unparalleled blend of natural beauty, vibrant community, outstanding schools, and strategic location. Kirkland's location also provides excellent connectivity to the rest of Washington state. Served by SeaTac and Everett airports and near major routes such as Interstate 405, State Route 520, and Interstate 5, the city offers easy access to Seattle, Bellevue, and beyond.



POSITION OVERVIEW

Under the direction of the Public Works Director, the Capital Division Manager provides leadership, oversight, and management for the City's Capital Improvement Program (CIP). This position plays a critical role in shaping Kirkland's infrastructure, advancing city goals, and enhancing community quality of life. The Capital Division Manager's key responsibilities include:

- Supervising and mentoring a team of engineers and project managers responsible for the planning, design, and construction of public infrastructure projects.
- Developing and implementing CIP goals, objectives, and schedules to align with priorities and community needs.

THE IDEAL CANDIDATE

The ideal candidate for this position is a visionary leader and skilled project manager with a proven ability to navigate complex infrastructure challenges. They possess deep expertise in capital project planning, design, and implementation, combined with a track record of delivering projects on time and within budget. This professional thrives in a collaborative environment and inspires their team to achieve excellence.

Adept at managing diverse teams, the ideal candidate fosters an inclusive, empowering workplace where each team member's skills and perspectives contribute to success. They demonstrate a strong understanding of public works systems, including engineering principles, contracting, and regulatory compliance. They excel at conveying technical details to a wide range of stakeholders to help build trust and alignment among City leadership, community members, and partner agencies.

The ideal candidate is also a strategic thinker who embraces innovation to solve problems and improve processes. They possess strong financial acumen, using data-driven insights to optimize resources and deliver value to the community. They possess a deep commitment to public service and anticipate Kirkland's evolving infrastructure needs.

An ideal candidate holds a degree in civil or construction engineering or a related discipline. Registration as a Professional Engineer with the Washington State Department of Licensing is required, complemented by significant experience in capital project management and leadership roles.

- Managing all phases of capital project delivery, including budgeting, resource allocation, and performance tracking.
- Overseeing contract preparation, negotiation, and administration to ensure compliance with city, state, and federal regulations.
- Coordinating with other departments, stakeholders, and partner agencies to ensure seamless integration of infrastructure projects with city-wide initiatives.
- Ensuring high-quality project outcomes through innovative solutions, effective communication, and adherence to sustainability and safety standards.



WHY CITY OF KIRKLAND

The City of Kirkland provides a unique opportunity to make a meaningful, tangible impact in a place that strategically plans for growth and is proactive in creating a welcoming and belonging community. As one of Washington's fastest growing urban hubs for business, technology, and culture, Kirkland's leadership operates within a stable and supportive environment.

Kirkland offers stability, as demonstrated by its City Manager who has served for over 14 years, as well as ample resources to support innovative projects and initiatives. The City Manager leads a dedicated team of more than 750 full-time employees with a biennial operating and capital budget of \$1 billion. The Public Works Department has an operating budget of \$213 million, a capital budget of \$170 million, and a team of nearly 180 talented, hardworking individuals. The department plays a vital role in making Kirkland livable, sustainable, and connected. Employees take pride in being trusted stewards of the public's resources, infrastructure, environment, and quality of life.



COMPENSATION

The Capital Projects Manager has an annual salary range of \$149,133 - \$194,585.

The City benefits package includes:

- Medical/Dental/Vision plans with 100% City paid premium coverage for employee and dependents
- Free Employee Health Clinic
- Health Reimbursement Account (HRA/VEBA)
- City paid Basic Life Insurance (2x annual salary) & Long Term Disability Insurance (LTD)
- Washington State retirement system (PERS)
- Municipal Employee's Benefit Trust 401b (MEBT)
- ICMA Retirement Trust- 457 plan - Voluntary
- Vacation – 13 days per year, max accrual 30 days/year
- Sick Leave – 8 hours per month
- Paid Holidays – 13 days per year, including a Community Service Day & a Floating Holiday each year
- Management Leave – 40 hours per year (may be cashed out)
- Flexible Spending Account Options
- EAP & Wellness Program
- On-site Workout Facility
- ORCA Transit Pass
- Childcare – Discounted Rates
- No State income tax

MINIMUM QUALIFICATIONS

- Bachelor of Science degree in Civil or Construction Engineering or related discipline from an accredited college or university.
- Registration as a Professional Engineer in Civil Engineering with the Washington State Department of Licensing is required.
- Experience: Seven years of progressively responsible experience in capital project management, infrastructure development, or public works, including two years of supervisory or team leadership experience.
- Or: In place of the above requirements, the incumbent may possess any combination of relevant education and experience that demonstrates the individual's knowledge, skills, and ability to proficiently perform the essential duties and responsibilities listed above.
- Must have a valid Washington State Driver's license and ability to remain insurable under the City's insurance to operate motor vehicles.

APPLICATION AND SELECTION PROCESS

Visit kirklandwa.gov/Government/Work-at-the-City

All applications will be reviewed and screened based on the qualifications and requirements outlined in this request.

Applications will be accepted until the position is filled. For questions, please contact Truc Dever at (425)-587-3802.

Please include a resume and cover letter with your online application.

