

OUTSTANDING EMPLOYMENT OPPORTUNITY DEPUTY PUBLIC WORKS DIRECTOR-OPERATIONS



In Thousand Oaks, we have much to be thankful for – an exceptional Southern California community with family-friendly amenities that are the envy of cities across our region. Fifty years of achievement have made Thousand Oaks and its award-winning infrastructure system one of the most sought-after places in California to live, work, raise a family, and recreate.

The City of Thousand Oaks, incorporated in 1964, is located in beautiful Ventura County, 12 miles inland from the Pacific Ocean, nestled against the Santa Monica Mountains. The City is surrounded by 15,500 acres of publicly owned open space, containing 75 miles of trails for hiking, biking, or leisurely walking. Another source of pride in our community is the Thousand Oaks Civic Arts Plaza, a beacon for our region featuring world-class entertainment, musicals, concerts, children's shows, ballet, and much more.

A family-oriented community of 127,873, Thousand Oaks is home to excellent schools, outstanding parks, and numerous shopping opportunities. The City has adopted a balanced budget with appropriate reserves throughout its history due to conservative management and adherence to long-term financial strategic plans. City Departments include City Manager's Office, City Attorney's Office, City Clerk, Human Resources, Finance, Community Development, Cultural Affairs, Library, and Public Works. Police and Fire services are provided by Ventura County.

THE PUBLIC WORKS DEPARTMENT

The Public Works Department is responsible for the overall planning, maintenance, operation, and improvement of public infrastructure, including engineering, streets, storm drainage, sewer, and water.

The Deputy Public Works Director - Operations will report to the Public Works Director and will oversee Public Works Operations and Maintenance Divisions including water distribution, wastewater collection, wastewater treatment, water quality, stormwater/drainage, streets, landscape, storm drains, graffiti abatement, and fleet services.

The City's overarching goal is to provide these essential services to the community in a cost-effective, professional, responsive, and innovative manner.

Current Priorities and Issues:

We are in the midst of an exciting workforce transformation, with renewed commitments to financial resiliency, diversity and inclusion, and technology investment and innovation. We are looking for a highly skilled, experienced and self-motivated infrastructure professional to plan, organize and direct the operations and maintenance division within the Public Works Department. Key initiatives on the horizon for the Deputy Public Works Director – Operations include:

- Motivate and empower Public Works Operations staff to be innovative, collaborative, excel in community outreach, promote continuous improvement and move forward in an enthusiastic and professional manner
- Provide leadership in managing and prioritizing the development of the City's utility facilities and infrastructure
- Play a lead role in finding and implementing water solutions for possible re-use of stormwater, wastewater, and groundwater resources
- Continue to drive Department operations to become more sustainable
- Support the completion and implementation of a new Department safety program
- Implement technology to improve existing processes, assess infrastructure needs, measure division progress and productivity, and provide staff and the public with access to maintenance information

We're
looking
for you.

The City of Thousand Oaks is adjacent to the Pacific Ocean and scenic Santa Monica Mountains, surrounded by more than 15,080 acres of natural open space. Incorporated in 1964, this master planned community offers a wide variety of cultural and recreational activities and an award-winning school system. Thousand Oaks is a general law City with a total budget of \$179 million. [Watch our video HERE!](#)

OUTSTANDING EMPLOYMENT OPPORTUNITY

DEPUTY PUBLIC WORKS DIRECTOR-OPERATIONS

We are seeking an innovative and proactive Deputy Public Works Director - Operations who will be responsible for leading and managing operations activities to protect the capital investments in the City's facilities and infrastructure through maintenance, enhancement, and when necessary, expansion. The Deputy Public Works Director - Operations will be responsible for:

- Developing, implementing and monitoring long-term plans, goals and objectives focused on achieving the Department's mission and priorities
- Planning and directing a variety of projects and programs associated with operation and maintenance public works activities in streets, landscape, fleet and administration
- Delivering high quality water distribution and wastewater collection services for the community
- Oversight of the operation of the City's 8 MGD Hill Canyon Treatment Plant
- Providing leadership and working with department managers to develop, lead and retain highly competent, diverse, customer service-oriented staff
- Preparing, monitoring, and reviewing operational budgets for each Public Works division
- Collaborating with Finance, City Attorney, City Clerk, Engineering, Open Space, and other departments/divisions to achieve common goals

The position leads and guides an operations and maintenance staff of approximately 130 staff, across several key divisions. This is an essential senior management position reporting to the Public Works Director.

IDEAL CANDIDATE

The City of Thousand Oaks is preparing the organization for the future, and the successful candidate must have a positive, forward-thinking perspective. The candidate must also be an enthusiastic professional with strong management, interpersonal and leadership skills. The new Deputy Public Works Director will inspire and lead a multi-generational workforce and contribute to refining the City's organizational culture committed to employee attraction, retention and development, progressive workplace policies and initiatives, and sustainable long-term operational efficiencies to continue to provide superior services to the community.

Primary responsibilities:

The Deputy Public Works Director - Operations is expected to be both tactical and strategic, have a big-picture perspective, and should possess the following attributes of senior-level management:

- Interpersonally Effective
- Problem Solver and Decision Maker
- Strategic Thinker
- Planner and Organizer
- Effective Communicator
- Skill and Career Development Coach

The successful candidate will:

- Provide day-to-day leadership and direction to ensure a high performance, responsive, and customer service-oriented environment, and to manage and direct comprehensive public works projects and programs
- Provide strategic and tactical planning by gaining and leveraging the knowledge of public works while keeping in mind the City's overall goals
- Drive continuous improvement through innovation and optimization of processes and procedures
- Possess extensive team-building skills, be results-oriented, and be a seasoned manager with solid management skills
- Work cooperatively with all City departments
- Have superior interpersonal and communication skills that thrive in a fast-paced work environment
- Serve as a key player in leading and directing the operations, services, and activities within the Department
- Communicate clearly and concisely, both orally, and in writing
- Enjoy the daily challenges of priority and goal setting, and driving initiatives towards successful implementation
- Strong experience in the operation and maintenance of water and wastewater facilities is desired
- Possess a Bachelor's degree from an accredited college or university with major course work in engineering, business administration, public administration or a related field
- Possess a minimum of 10 years of progressively responsible public works experience, four of which were in a management and administrative capacity
- Possess a valid Class C California driver's license is required
- Registration as a California Professional Engineer as well as Certifications in Public Works Management, PMP or other project management areas is preferred

We're
looking
for you.

Current salary range is:
\$141,353.26 - \$212,030.00/Annually

FILING DEADLINE: Open until filled

To apply visit the City Website at www.toaks.org/jobs

For further information, contact the Human Resources staff at (805) 449-2144.



PARTICIPATING IN CITY OF THOUSAND OAKS BENEFIT PLANS

Who Can Enroll

You are eligible to enroll in the City's benefits as a full-time or designated part-time (DPT) employee. Your eligible dependents include your legal spouse, registered domestic partner, and dependent children up to age 26.

When Coverage Begins and When You Can Enroll

Your benefits are effective the first of the month following your date of hire.

New Hires have 30 calendar days to enroll in benefits. If you do not complete your enrollment by this deadline, you will default in City-paid benefits, with employee only coverage. All other benefits will be waived, including medical and Flexible Spending Accounts.

Changes to your benefit elections can be made only during the Open Enrollment period or if you have a qualified life event during the year, such as marriage, divorce, birth, adoption, etc. You must notify Human Resources and make your elections by the deadline, 30 days after the qualifying event. The effective date of coverage is the first of the month following the date the request is received by Human Resources.

For more information, please contact Human Resources at (805) 449-2144.

What Is the City's Defined Benefit Retirement Plan

CalPERS uses your years of service, age at retirement, and highest average annual compensation during any consecutive 12- or 36-month period of employment and a set formula to determine your pension benefit. City of Thousand Oaks retirement formulas are:

"Classic" Members 2% @ 55 – highest consecutive 12 month average

"New" Members 2% @ 62 – highest consecutive 36 month average

Classic members shall pay 7% of the employees' normal contribution to PERS. Classic members are employees who do not meet the definition of "new member" under the California Public Employees' Pension Reform Act of 2013.

Employees hired on and after January 1, 2013, deemed to be "new members" as defined in Government Code § 7522.04, shall individually pay an initial Member CALPERS contribution rate of 50% of the normal cost rate for the Defined Benefit Plan in which said new member is enrolled, rounded to the nearest quarter of 1%, or the current contribution rate of similarly situated employees, whichever is greater (PEPRA, Government Code section 7522.30).

For more information, please visit <https://www.calpers.ca.gov>, Local Miscellaneous Benefits.

City Benefits:

- Medical
- Dental
- Vision
- Basic Life and
Dependent Life
Insurance
- Long Term Disability
(LTD) Insurance
- Employee Assistance
Program (EAP)
- Retirement

City of Thousand Oaks

2100 Thousand Oaks Blvd.
Thousand Oaks, CA 91362

Tel. (805) 449-2144

<https://www.toaks.org/>



2021 BENEFITS AT A GLANCE

Full-time Supervisory, Senior Management and Confidential Employees

Benefit	Description								
Total City/Employer Contribution	\$1,315/month (\$435 City medical contribution + \$880 Cafeteria dollars); cash back available depending upon options selected.								
Medical and Prescription Drug Coverage	The City contracts with CalPERS to provide medical benefits coverage: <ul style="list-style-type: none"> ▪ (3) Anthem PPO plans ▪ (8) HMO plans including Anthem HMO Select, Anthem HMO Traditional, Blue Shield Access+, Blue Shield Trio, HealthNet Salud y Mas, HealthNet Smart Care, Kaiser CA, and United Healthcare, depending on eligibility zip code. 								
Dental Benefits - Delta Dental PPO	<ul style="list-style-type: none"> ▪ 70% to 100% coverage based on years of utilization ▪ Maximum \$2,000 per-person each calendar year ▪ No deductible if you visit a Delta Dental PPO dentist ▪ \$50 per person per lifetime deductible if you visit a Non-Delta Dental PPO dentist 								
Vision Benefits – MES Vision	<ul style="list-style-type: none"> ▪ One Comprehensive Vision Exam, one pair of frames and lenses or contact lenses every 12 months 								
Flexible Spending Accounts (FSAs)	<ul style="list-style-type: none"> ▪ HealthCare FSA – up to \$2,750/year*; Carryover – up to \$300 ▪ Dependent Care FSA – up to \$5,000/year* 								
Disability Insurance	Long-Term Disability (LTD) Plan covers 66 2/3% of the first \$12,000 of monthly predisability earnings, reduced by deductible income (\$100/month minimum-, \$8,000/month maximum benefit).								
Life and AD&D Insurance	Basic Life Insurance \$100,000 employee, \$5,000 dependent coverage								
401(a) Plan	The City contributes to a 401(a) Deferred Compensation Plan 3% of annual salary and match an additional 0.5% contribution for a total City contribution of 3.5%.								
Deferred Compensation	Voluntary employee investment participation options to 457 plan, Roth and/or Traditional IRA accounts*								
Retirement Health Savings (RHS)	\$400 contribution will be made in July of each year.								
Annual Leave	Annual Leave is in lieu of vacation or sick time and is accrued on a pay period basis. Accrual rates are based on years of service as follows: <table> <tr> <td>0 – 3 years of service, 190 hours/year</td> <td>18 – 22 years of service, 290 hours/year</td> </tr> <tr> <td>4 – 8 years of service, 230 hours/year</td> <td>23 – 28 years of service, 306 hours/year</td> </tr> <tr> <td>9 – 13 years of service, 254 hours/year</td> <td>29+ years of service, 322 hours/year</td> </tr> <tr> <td>14 – 17 years of service, 270 hours/year</td> <td></td> </tr> </table>	0 – 3 years of service, 190 hours/year	18 – 22 years of service, 290 hours/year	4 – 8 years of service, 230 hours/year	23 – 28 years of service, 306 hours/year	9 – 13 years of service, 254 hours/year	29+ years of service, 322 hours/year	14 – 17 years of service, 270 hours/year	
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Administrative Leave	Forty (40) hours Administrative Leave shall be credited annually. For employees hired after July 1, administrative leave shall be prorated based on date of hire.								
Holidays	110 hours of holiday pay annually. City observed holidays are: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Holidays, Christmas Holidays.								
Employee Assistance Program (EAP)	Available to you, your dependents (including children to age 26) and all household members, 24 hours a day/7 days a week. Referrals for up to 6 free, in-person confidential assessment and counseling sessions per issue.								
Travel Assistance	Available to you, your spouse and children through age 25 when you travel more than 100 miles from home or internationally for up to 180 days for business or pleasure.								
Supplemental Insurance Plans	Additional Life Insurance and AD&D, Critical Illness, Universal Life, Cancer Care, etc.								
Tuition Reimbursement	Eligible after successful completion of probationary period. Reimbursement for tuition, books and lab fees up to \$1,000 per fiscal year for Associate Degree and up to \$5,000 per fiscal year for Bachelor or Masters degree; restrictions apply.								

*subject to IRS limits

