



TOWN OF ROSS

invites applications for

PUBLIC WORKS DIRECTOR / TOWN ENGINEER



PUBLICWORKS DIRECTOR/TOWN ENGINEER



The Town of Ross is seeking a full-time Public Works Director/Town Engineer. This position will oversee and direct the operations of the Public Works Department, including developing, maintaining, and improving the Town's public infrastructure through compliance with adopted codes and regulations, and will manage and direct all of the Town's current and long-range public works projects.

IDEAL CANDIDATE

Reporting directly to the Town Manager, the Public Works Director/Town Engineer will possess a minimum of six (6) years of increasingly responsible civil engineering experience in municipal or county government, and at least three (3) years in a supervisory capacity. This includes applying engineering principles and practices to the field of municipal public works, planning and development, design and construction, operation and maintenance, as well as technical, legal, financial, and public relations skills to oversee operating and capital improvement programs. This position requires a truly outstanding person who aspires to excellence in customer service, is a committed team player, and has a strong background in public works and civil engineering.

A Bachelor of Science Degree in Civil Engineering from an accredited college or university is preferred but not required. Candidates must possess a State of California Registration as a Professional Civil Engineer. California Registration as a Professional Land Surveyor (PLS) is desirable.



The Ross Community



Ross is located in the heart of the Ross Valley in Marin County, approximately 12 miles from the Golden Gate Bridge and 6 miles from the Richmond-San Rafael Bridge. It is primarily a single family residential community of approximately 2,530 residents. Our town center includes the wonderful Ross Common, the nationally renowned Ross School and the small, charming Ross commercial area.

COMPENSATION & BENEFITS:

- Salary: \$179,340 - \$207,612
- CalPERS Retirement 2% at 60 for Classic employees; 2% at 62 for others
- 100% Medical paid to family Kaiser rate
- Dental Care
- Vacation, Administrative, & Sick Leave
- Long Term Disability & Life Insurance
- Auto Allowance
- 13 Paid Holidays
- Alternative work schedules available
- Town participates in Social Security
- Cell phone stipend



PUBLIC WORKS DIRECTOR / TOWN ENGINEER



REQUIREMENTS FOR THE POSITION

(not limited to the following)



HAVE THE ABILITY TO:

- Plan, organize and direct the services and activities of the Department including operations, maintenance and capital improvement projects.
- Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient public works services.
- Read, interpret, and apply a wide variety of technical information from plans, specifications, drawings, blueprints, schematics, estimates, and reports relating to proposed public works projects.
- Interpret and apply Federal, State and local laws.
- Oversee the issuance of encroachment permits.
- Develop and implement the capital improvement program and budget.
- Review and understand development proposals related to Municipal Code and Town standards.
- Plan, direct and review traffic and drainage engineering activities.
- Manage, supervise, and direct staff.
- Prepare and present reports, correspondence, and analysis clearly in writing and verbally for the Town Council, the Town Manager, and customers.
- Provide grant management for public works projects at all stages of the grant writing and management process.
- Serve on boards and committees representing the Town on matters affecting the Town; work with Public Works Directors in other cities.
- Work collaboratively cross-departmentally and with other community members and organizations.
- Maintain flexible, cooperative customer service attitude.

POSSESS KNOWLEDGE OF:

- Principles, practices, and trends in public works administration
- Principles and practices of civil engineering, construction management and administration
- Design, construction and operation of public works facilities
- Federal, State, local laws, codes, and regulations impacting public works
- Caltrans policies and procedures
- Contract law and principles of contract administration
- Methods, material and techniques employed in public works construction, engineering, and traffic engineering

HOW TO APPLY

Qualified applicants are invited to apply by submitting the following:

- Cover letter
- Resume with the month/year of employment
- Town of Ross Employment Application: <https://www.townofrossca.gov/hr>

Submit application materials via email to zkoblickdeleon@townofrossca.gov.

Deadline to apply: July 9, 2026

**Panel interviews will be held:
July 16, 2026**

Town of Ross
Attn: Human Resources
P.O. Box 320
Ross, CA 94957

www.townofrossca.gov

The Town of Ross is an equal opportunity employer.

Please contact the Town Clerk if you have questions about the position or the recruitment process at 415.453.1453, ext 105.