



Assistant Public Works Director / City Engineer

City of Belmont



Please review the job descriptions for Assistant Public Works Director/City Engineer. Examples of key responsibilities include:

Key Responsibilities

- Directs review of private development plans to ensure conformance with the municipal code.
- Supervises engineering staff in planning, design, construction and administration of the Capital Improvement Plan.
- Plans, programs and schedules engineering and support personnel on assigned projects and programs.
- Reviews and signs parcel and subdivision maps and development plans for conformance with the Subdivision Map Act, City standards and municipal code.
- Serves as the Acting Public Works Director in his or her absence.
- Interprets City code and policies related to City infrastructure and private development. Establishes City engineering standards. Enforces City Engineering and Public Works Department designated duties of the Belmont Municipal Code.
- Serves as Program Manager for various infrastructure related funds.
- Oversees compliance with regulatory requirements to include the State Water Resources Control Board permits for the stormwater and sanitary sewer systems.



Our Ideal Candidate

- **Strong Leadership & Mentorship** – Builds trust, communicates effectively, and supports team growth through training, encouragement, adaptability, and motivation.
- **Personable & Collaborative** – Approachable, open-minded, and team-oriented, fostering a positive, inclusive, and engaging work environment
- **Resident focused** – Enjoys serving the public and providing great customer service.
- **Project Manager** – Ability to oversee a team managing capital improvement projects to deliver within scope, schedule and budget.
- **Organized but Adaptable** – Able to multitask and address competing priorities.
- **Technical Expertise & Strategy** – Brings extensive engineering design, project management, budgeting, and development experience.
- **Highly Experienced Supervisor** – Effectively managed a group of staff with diverse backgrounds by utilizing their strengths, knowing when to train, and improving their productivity. Minimum of three years in a supervisory/leadership role.
- **Equivalent to a Bachelor's degree** in civil engineering or a related discipline. Advanced degree in engineering, public or business administration highly desirable
- **Registered Professional Civil Engineer** – in the State of California

The Opportunity

Are you ready to take the helm in transforming Belmont's infrastructure? As a key leader under the Director of Public Works, you'll drive innovative engineering solutions, oversee major Capital Improvement Plan projects, and ensure seamless operations that keep our city moving forward. This is your chance to make a lasting impact on the community.

Your Role – Engineering the Future

- ◆ Design & Approve – Review development plans to uphold municipal standards.
- ◆ Lead & Innovate – Guide engineering teams in planning and executing major infrastructure improvements.
- ◆ Drive Big Projects – Manage large-scale municipal engineering and heavy construction initiatives.
- ◆ Be a Voice of Public Works – Represent the city in key agency collaborations and public meetings.
- ◆ Step into Leadership – Act as Public Works Director when needed, ensuring seamless city operations.
- ◆ Optimize Resources – Strategically allocate personnel and budgets for maximum efficiency.
- ◆ Serve as a Key Liaison – Act as federal funding contact, and DBE Liaison Officer.

What You Bring

This isn't just about technical expertise—it's about vision, leadership, and making a real impact. If you're a dynamic, forward-thinking engineer who thrives in public service, this is your opportunity to shape the future of Belmont.

Ready to lead? Join us and build something great!

The Department

The Belmont Public Works Department keeps the city running by managing essential infrastructure, from streets and traffic to sewer and storm drains, solid waste, fleet services, and engineering projects. With a \$26.6 million budget and 33 dedicated staff, the department also oversees a \$25.4 million Capital Improvement Program (CIP), tackling major upgrades in traffic, streets, drainage, parks, and city facilities. The Engineering Division leads capital projects, regulatory compliance, and grant funding while aligning with City Council priorities. Meanwhile, Field Operations maintains 70 miles of streets, 85 miles of sewer lines, 27 miles of storm drains, 15 signalized intersections, and the city's 71-vehicle fleet.



Public Works recently received its American Public Works Association accreditation, reinforcing its commitment to safety, efficiency, and innovation. As a key player in Belmont's growth, the department supports major development initiatives, including housing expansions, life science campuses, and recreational projects in partnership with Parks & Rec.

Learn more about Belmont's major projects: [City of Belmont Website](#)

Compensation & Benefits

\$171,216 - 218,520 Annually*

*salary adjustment anticipated early 2025

The City of Belmont offers a comprehensive range of benefits that are designed to support your professional growth, personal well-being, and overall job satisfaction. Here is a summary of the benefits you can expect to receive:

Health Insurance - You will have access to comprehensive health insurance plans, which include:

- Medical insurance via the [CalPERS Medical Program](#). With a City contribution of up to \$2,893.54 a month towards plan premium.
- Employer paid dental insurance via Delta Dental PPO (nominal monthly cost for dependents).
- Vision Insurance via VSP for you and your eligible dependents.

Retirement- The City of Belmont participates in the [CalPERS Retirement Plan](#) . Employees are enrolled at the [PEPRA Member](#) or [Classic Member](#) subject to [CalPERS regulations](#).

Retirement Health Savings Account - The City makes a monthly contribution to employee's account based on years of service from \$150.00 - \$300.00 per month. Vested after ten (10) years of continuous service.

Deferred Compensation - The City makes a monthly contribution of \$335.00 per month into employee's [457 Deferred Compensation Account](#). In addition, employees can make pre-tax contributions via payroll deduction.

Paid Time Off: We understand the importance of work-life harmony. You will receive accrual of paid time off, including vacation days, sick days, and holidays.

- Vacation - Accrual starts at 6.33 hours per month of service, equal to ten (10) days per year. Prior years of public service may be considered when granting accrual rate.
- Administrative Leave - 80 hours per year.
- Sick Leave - Earned at one day (8 hours) per month of service.
- Eleven (11) Holidays with two (2) Floating Holidays after a year of service

This summary provides an overview of the benefits available to the Assistant Public Works Director/City Engineer classification. For more detailed information, including eligibility criteria and specific plan provisions, please refer to the [Memorandum of Understanding - Mid-Management Confidential Employee Association](#).

Application & Recruitment Timeline

 [Apply via CalOpps](#)

Applications will be reviewed as received, so don't wait to take the next step in your career.

Tentative Timeline

[First Review of Applications](#)

February 28, 2025

[First Round Interviews \(Virtual\)](#)

Week of March 7, 2025

[Department Interviews](#)

Week of March 14, 2025

*Dates may be subject to change

For more information about this exciting opportunity please contact the hiring team at:



humanresources@belmont.gov



[\(650\) 595-7452](tel:(650)595-7452)

The City of Belmont is committed to fostering a diverse, inclusive, and equitable workplace. We value diversity and encourage all qualified applicants to apply.

