The City of San Rafael is seeking a City Engineer/Assistant Public Works Director. The successful candidate will be an accomplished leader who possesses exceptional project management and communication skills. The City Engineer will have experience managing complex public works capital improvement projects, strong fiscal and business acumen, proven leadership experience, and a strong customer focus. This job is a chance to be a transformative leader advancing public projects that will serve the community for generations to come.

CITY ENGINEER/
ASSISTANT PUBLIC WORKS DIRECTOR
SAN RAFAEL, CALIFORNIA
Salary: $135,408 - $164,592 ANNUALLY, DOQ/DOE
If you are looking for an innovative, forward thinking organization where you have exceptional opportunities to advance a career, take-on exciting projects and be a part of a dynamic leadership team, then this is a great match for you!

THE CITY & DEPARTMENT

The City of San Rafael is a full-service City with a City Council/City Manager form of government which has over 400 employees and an annual budget of $134 million for FY 2019-20. A population of nearly 60,000 residents are represented by an elected Mayor and four elected City Council Members who serve four-year terms. As the County of Marin’s largest city, San Rafael strives to be a vibrant economic and cultural center reflective of its diversity. The City has an engaged, supportive and innovative City Council that desires to sustain the beautiful natural environment.

The Department of Public Works (DPW) includes the divisions of:

- Capital Engineering
- Traffic Engineering and Land Development
- Parks and Streets Maintenance
- Administration

The Department is collegial, respectful and inclusive. If you are looking for an innovative, forward thinking organization where you have exceptional opportunities to advance a career, take-on exciting projects and be a part of a dynamic leadership team, then this is a great match for you!
The Sonoma Marin Area Rail Transit (SMART) train is operating in San Rafael. SMART’s station in downtown San Rafael is in close proximity to the current Bettini Transit Center and is the center of public transportation in Marin County. The area is already very congested and will be further impacted by the active rail system. The second phase of the SMART train will continue from central San Rafael to the Larkspur ferry terminal sometime in late 2019. This rail extension will cross the two busiest streets in San Rafael and will impact vehicular, pedestrian and alternative modes of travel through the City.

The San Quentin Pump Station is one of the City’s 12 pump stations. This pump station needs to be moved to a location that is closer to the Bay to avoid pumping pressure issues that currently exist at the station. Work will have to be done to determine the feasibility of renovating the current pump station versus relocating it.

The Southern Heights Bridge is a one lane multi-span stringer structure with a timber deck supported on timber bents with concrete pedestal footings and reinforced concrete wall abutments that was constructed in 1981. The Southern Heights Bridge is structurally deficient and needs to be replaced. The City has nearly completed the design and plans to begin construction next year.

The Francisco Boulevard East sidewalk is utilized daily by pedestrians and bicyclists that must navigate the congestion of fire hydrants and power poles. The sidewalk directly serves to connect the City’s largest disadvantaged community with the City’s main transit center. This project will install an 8-foot-wide sidewalk/bike pathway on Francisco Boulevard East between Vivian Street and the Grand Avenue Bridge, thus, providing more room for pedestrians and bicyclists. The design is complete construction will begin early 2020.

Measure E Essential Facilities projects are underway. Phase I, consisting of the replacement of three fire stations, is ongoing with one building completed and two more in construction. Phase II, the modernization of two additional fire stations, is in design with construction expected in 2020. Stations 54 and 55, built in 1964, need to be improved to meet current state and local codes for the safety of the fire fighters and the residents they serve.

The Third Street Rehabilitation project is about to begin design. This more than $12 million project will improve a major arterial street through central San Rafael that serves to connect west Marin to Highway 101. Work will include safety improvements including new signals, new sidewalks, safe bike and pedestrian pathways, and other significant improvements. Construction is anticipated to begin in 2021.
THE JOB
Under the direction of the Public Works Director, the Assistant Public Works Director/City Engineer plans, organizes and directs the engineering division focused on the development and implementation of the City’s Capital Improvement Program (CIP) and other engineering projects throughout the City. The position oversees the design, construction, and construction management of Capital Improvement projects and other maintenance and/or repairs. The Assistant Public Works Director/City Engineer also reviews and signs engineering drawings and land record maps as well as represents and serves as Public Works Director in his/her absence.

IDEAL CANDIDATE PROFILE
The ideal candidate will use their interpersonal skills and technical engineering expertise to motivate the team to meet the goals and objectives of the department and City. You will use your communication skills and strengths to deliver critical capital improvement projects. The City Engineer will be customer service minded, an interdepartmental collaborator, an excellent project manager and a mentor to our future leaders.

Leadership/Communications/Customer Service
- Successfully lead a dynamic and talented staff and be interested in their professional development
- Advance an organizational culture that attracts and retains talented staff
- Be a transformational thinker and bring creative solutions to decision makers
- Use effective communication skills and political savvy to work with other City leaders, elected officials, and a very engaged public
- Implement strategic direction of the department
- Be adept and comfortable delivering presentations in a public forum
- Promote a customer-oriented approach towards meeting client needs
- Facilitate project concerns that are politically sensitive
Operations and Project Management

- Develop short- and long-range plans and align staff actions to achieve desired outcomes
- Oversee contracts, vendor relationships, personnel, projects, quality assurance and project timelines
- Work collaboratively cross-departmentally and with other community members and organizations
- Lead and implement key projects with short timelines at a rapid pace
- Understand and adhere to local, state and federal building codes, laws and mandates
- Oversee and report on day-to-day Department operations and manage budget
- Keep CIP projects on-time and on-budget, meet deadlines, be flexible and adjust priorities as needed

Interpersonal

- Build trust with peers, contractors, community, stakeholders and county leadership
- Interact successfully with a very engaged public to present and explain traffic policies and decisions
- Be self-directed, motivated, detail oriented and flexible
- Demonstrate transparency, a strong work ethic, and integrity

— Employment Standards —

In addition to the above ideal candidate competencies the required qualifications are:

- A Bachelor’s degree in Civil Engineering from an accredited college or university and ten years of increasingly responsible public works engineering and construction experience, preferably including supervisory/management experience.
- Registration as a Civil Engineer in the State of California
- Ability to obtain a valid California Driver’s license upon hire.
COMPENSATION & BENEFITS

The City of San Rafael offers an attractive compensation and benefits program. The salary range for this position is **$135,408 – $164,592** annually, DOQ/DOE, and a competitive benefits program including:

- **Retirement**: The City is a part of the Marin County Employees’ Retirement Association (MCERA - 1937 Act County System) which offers reciprocity between agencies in CalPERS; new members receive 2% @ 62 retirement benefit.

- **Health Insurance**: Full flex cafeteria plan with the following contributions: $653.61 employee only; $1,307.20 employee +1; $1,699.38 family coverage; $653.61 opt-out payment

- **Dental and Vision Insurance**: Fully paid for employee plus dependents

- **Deferred Compensation**: Employee Option

- **Life and Long-Term Disability Insurance**: $150,000 basic life; Long-term disability is two-thirds of salary, up to $7,500/month

- **Annual Leave**: Vacation ranges from 15-25 days (depending on years of service), 12 days of sick leave, 10 days of administrative leave, 11 holidays and 2 floating days

- **Gym Reimbursement**

- **Work Week**: 37.5 hours week, Exempt

HOW TO APPLY

This position is open until filled. For first consideration **APPLY BY August 16, 2019**; however, candidates are encouraged to submit as soon as possible.

— Apply at: [https://www.calopps.org/san-rafael/job-19896192](https://www.calopps.org/san-rafael/job-19896192)

QUESTIONS?

Please contact: Rhonda Castellucci
rhonda.castellucci@cityofsanrafael.org
(415) 485-3474

SAVE THE DATES!

Interviews will be on September 10 and 11; candidates will need to be available for both days.