



# DIRECTOR OF PUBLIC WORKS

Town of Fairfax, California

*An Outstanding Career Opportunity*



# Welcome to Fairfax, California

The Town of Fairfax, a vibrant and environmentally conscious community in central Marin County, invites applications for the Director of Public Works. This is an exciting opportunity for an experienced public works professional to lead essential infrastructure and capital improvement projects while overseeing the Town's maintenance.

This leadership position offers a unique chance to guide the future of Fairfax's public works, and infrastructure development. If you are a forward-thinking, hands-on leader who thrives in a small-town environment with big ambitions, we encourage you to apply!

## About the Town



Nestled in the scenic hills of Marin County, just 16 miles north of San Francisco, Fairfax offers a unique small-town appeal. Known for its commitment to environmental sustainability, vibrant arts scene, and world-class outdoor recreation, Fairfax is a community that values innovation, resilience, and civic engagement.

With its Mediterranean climate and vast open space, Fairfax is a paradise for outdoor enthusiasts. Residents and visitors enjoy hiking, mountain biking, and exploring watershed lands and nature preserves. Fairfax is also home to the Marin Museum of Bicycling, honoring the town's history as the birthplace of mountain biking.

At night, Fairfax comes alive with music, dining, and a vibrant community atmosphere. The town's independent businesses, historic theater, and lively entertainment venues create a welcoming and engaging environment.

## The Position

Under the direction of the Town Manager, the Director of Public Works leads the Town's Public Works Department, overseeing infrastructure maintenance, capital improvements, and municipal engineering functions. This role is central to Fairfax's long-term infrastructure planning, ensuring the Town's roads, bridges, parks, and public buildings are safe, functional, and aligned with Fairfax's environmental goals.

The Director will manage a team of maintenance staff and outside contractors, coordinate with regional agencies, and develop and implement policies that enhance the Town's livability.

This is a high-impact leadership position that requires both technical expertise and strong management skills. The Director will have the ability to lead both daily and long term working plans, and demonstrate clear and professional communication skills.





## Key Responsibilities

The Director of Public Works will oversee a diverse range of projects and responsibilities, including:

- **Infrastructure & Capital Improvement Projects:** Planning and execution of road, bridge, stormwater, and facility improvements.
- **Public Works Operations & Maintenance:** Management of roads, sidewalks, storm drains, parks, playgrounds, and public buildings.
- **Regulatory Compliance & Environmental Initiatives:** Ensuring adherence to the California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), and local climate action goals.
- **Budget & Grant Management:** Developing the department's budget and securing funding through regional state and federal grants.
- **Collaboration & Community Engagement:** Working with regional agencies, commissions, and local organizations to improve public infrastructure.

## Challenges and Opportunities

The next Director of Public Works will have the opportunity to tackle critical challenges and drive transformative initiatives, including:

- **Delivering Capital Projects on Time and Budget** – Managing a capital improvement portfolio while addressing maintenance needs.
- **Enhancing Traffic & Pedestrian Safety** – Improving road conditions, walkability, and bike infrastructure working with the Bicycle Pedestrian Committee.
- **Strengthening Contract & Project Management** – Ensuring efficient public bidding processes and vendor oversight.
- **Emergency Preparedness & Infrastructure Resilience** – Managing flood, stormwater systems, and public safety infrastructure.
- **Securing Grant Funding** – Identifying and obtaining funding to support major infrastructure projects.



# Ideal Candidate Profile

Fairfax seeks a dynamic and hands-on leader who embodies the following qualities:

- **Strong Leadership & Team Management** – Ability to motivate and lead a small but dedicated team.
- **Technical & Project Management Expertise** – Deep knowledge of engineering, public works operations, capital projects, and local government budgeting.
- **Commitment to the Environment** – Passion for climate resilience, energy efficiency, and decarbonization in municipal operations.
- **Excellent Communication & Public Engagement Skills** – Ability to present clear and compelling written reports and presentations to the Town Council, residents, and regional partners.
- **Problem-Solving** – Ability to identify solutions with a positive and professional demeanor.

## Qualifications and Experience

### Education & Experience

- Bachelor’s degree in civil engineering, or a related field (required).
- Minimum of three (3) years of experience in municipal engineering, public works, or a related department.
- Experience in a public agency preferred, but private sector candidates with relevant expertise will be considered.
- Professional Engineer (PE) license in California is highly desirable.

### Additional Requirements

- Valid California driver’s license required.
- Ability to develop budgets, oversee contracts, and manage public infrastructure projects.

## Compensation & Benefits

### Salary

This at-will position has a competitive salary of \$14,908 to \$17,258 per month, with scheduled increases in subsequent years.

### Benefits

The Town of Fairfax offers a comprehensive benefits package, including:

- CalPERS retirement (2%@55 for Classic Members, 2%@62 for New Members)
- Health, dental, and vision insurance
- Paid vacation, holidays, and sick leave

More details will be provided during the hiring process.

## How to Apply

- **To Apply:** Submit a cover letter and resume to Town Manager Heather Abrams at [habrams@townoffairfax.org](mailto:habrams@townoffairfax.org).
- **Application Deadline:** Applications will be reviewed on a rolling basis until the position is filled.
- **Inquiries:** For more information, contact Fairfax Town Manager’s Office.



\*Note: The *Town does not participate in Social Security.*