



We invite applications for the position of:  
**DEPUTY DIRECTOR OF PUBLIC WORKS**  
\$15,763 - \$17,379 Monthly  
Plus a comprehensive benefits package

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**The City of San Mateo Public Works Department is looking for a qualified  
Deputy Director of Public Works.**

**Why Join our Department?**

The Public Works Department operates under a two-section model for optimal performance and integration - Environmental Services and Engineering Services - and the two sections work together to meet the needs of the community.

The Environmental Services Section consists of four main Divisions, including Clean Water Program, Wastewater Treatment Plant, Field Maintenance and Data Management. The Engineering Services Section consists of four main Divisions, including Engineering (including Capital Improvement), Fleet Services and Facilities (including facility maintenance and capital improvements), Regulatory Compliance, and Transportation (including Traffic Engineering, Right-of-Way /Private Development, and Transportation Planning).

The current vacancy oversees the Engineering Services Division. Depending on your skillset and experience the City could place you in either of these sections or adjust the divisional oversight responsibilities.

When you join the Public Works Department, you will work among collaborative and energetic colleagues who share a passion for serving our San Mateo citizens and improving the community in which we live and work. Our team is comprised of individuals with diverse talents and experience in various fields. Collaboration, Innovation, Respect, Creativity, Transparency and Informed Risk-taking are attributes within the City's mission, values and organizational principles that we are seeking in the candidates.

The City of San Mateo is a very progressive City that encourages staff and resident engagement to develop positive solutions that meet the demands of the community and regulatory landscape.

Look to some of the reasons why the City of San Mateo is a great place to work: [https://www.youtube.com/watch?v=GTIzeSpc\\_g](https://www.youtube.com/watch?v=GTIzeSpc_g)

**What You'll Do**

The Deputy Director of Public Works is responsible for directing and managing all programs within the Section for which they are responsible, includes capital improvement program development and implementation, traffic engineering, private development review, asset management, construction management, fleet coordination, downtown coordination and building maintenance; and the position may serve as the City Engineer.

- Utilize your experience and skills to lead a number of divisions within the Public Works Department.
- Engage in a positive manner with City Council, PW Department staff, City Departments and citizens.
- Lead and mentor a dedicated and talented staff featuring many emerging leaders.
- Analyze current processes and procedures to make system improvements for efficiencies, updating of standards, and improvements to the customer experience.
- Collaborating with other agencies and stakeholders to plan regional solutions on shared items of interest such as traffic and the City's General Plan Update.
- Contribute to a collaborative and dynamic Public Works Leadership team.

The Deputy Director receives general direction from the Director of Public Works and exercises direct supervision over management, supervisory, professional, technical, and administrative support staff.

For a complete list of duties, reference our job specifications at <https://www.cityofsanmateo.org/>.

## Who You Are

- You possess the knowledge of operational characteristics, services and activities of environmental services, wastewater treatment, conveyance systems and maintenance, regulatory compliance and streets and traffic maintenance; or engineering, private development review, capital projects design and management, fleet coordination, project management, building maintenance, field maintenance, and data management.
- You have the ability to provide administrative and professional leadership and direction for the assigned divisions and recommend and implement goals, objectives and practices for the assigned divisions' programs and services.
- You possess the knowledge of modern and complex principles and practices of program development and administration and principles and practices of project management.
- You possess the ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of assigned division's goals and objectives.
- You possess the knowledge of principles of supervision, training and performance evaluation and the ability to manage, direct and coordinate the work of management, supervisory, professional, technical and administrative support personnel and select, supervise, train and evaluate staff.
- You possess the ability to research, analyze, and evaluate new public works service delivery methods, procedures, and techniques.
- You possess the knowledge of advanced principles and practices of budget preparation and administration and the ability to prepare and administer budgets.
- You possess the ability to communicate clearly and concisely, both orally and in writing, and prepare clear and concise administrative reports
- You possess the knowledge of Geographic Information Systems (GIS), Computerized Maintenance Management Systems (CMMS) and Asset Management.
- You possess the ability to interpret and apply the policies, procedures, laws, codes and regulations pertaining to the assigned division's programs and functions.
- You possess the knowledge of pertinent Federal, State, and local laws, codes and regulations.
- You possess the ability to establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

## What You Bring

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering, environmental services or a related field. A Master's degree is desirable.
- Eight years of responsible public works experience, including four years of management and supervisory experience.
- License to practice as a Professional Civil Engineer within the State of California is required (Engineering and Facilities Division).
- Possession of a Grade V Wastewater Treatment Plant Operator Certificate issued by the State of California is desirable (Environmental Services Division).
- Possession of, or ability to obtain, a valid California Driver's License and a satisfactory driving record.
- Possession of license to practice Traffic Engineering within the State of California is desirable (Engineering and Facilities Services Division).

## Bonus Points (highly desirable)

- Master's Degree
- Municipal /Public Sector Experience
- California Professional Land Surveyor and/or Traffic Engineering license

**ADA Special Requirement:** *Essential duties require the following physical abilities and work environment:* Ability to work in a standard office environment; ability to travel to different sites and locations.

## What We Offer

- Comprehensive benefits package including generous paid leave and health benefits
- CalPERS retirement 2% @ 55 for classic members; 2% @ 62 for new members. Classic employees contribute 7.92% to CalPERS and New members contribute 6.75% to CalPERS
- Participation in the Social Security Program
- City contribution of 1.5% of base salary to Deferred Compensation, and matching up to 1.0% of the Employee's contribution
- Free Fitness classes through City of San Mateo Parks and Recreation, Employee Assistance Program and Credit Union Membership
- Bilingual Diff: \$195 monthly (if applicable)
- Employees receive a housing allowance of \$200 per month
- Employee housing loan up to \$7,500 for home purchase or rental move-in assistance in the City of San Mateo
- This classification is represented by the [San Mateo Management Association](#).

## Are You Ready? Apply.

Submit an online application, résumé (*required*), cover letter (*required*), and supplemental questionnaire at [www.calopps.org](http://www.calopps.org) or to the Human Resources Department, City of San Mateo, 330 W. 20th Avenue, San Mateo, CA 94403, (650) 522-7260.

## Application Deadline

Recruitment will close by **Friday, May 10, 2024 @ 5:00 p.m.**

## Interview Process

All applications, résumés (*required*), cover letter (*required*), and supplemental questionnaires received will be reviewed for minimum qualifications. Résumés are required but do not take the place of a completed employment application. Applications with "see resume" as a substitution for the work experience description, those with unclear past employment information, or those with insufficient information to evaluate possession of minimum qualifications will not be considered; missing information cannot be assumed. A limited number of the most highly qualified applicants will be invited to participate in the examination process, which may consist of an oral panel interview, written exercise, or in the form of a practical demonstration of skill and ability, or any combination of these; **an in-person oral board is tentatively scheduled for Wednesday, May 29, 2024.**

An employment list will be established for those who pass the examination process. Current and future vacancies may be filled from this list. The list will remain in effect for at least six months with the possibility of an extension for an additional six months. Once placed on an employment list, and at the time a vacancy occurs, eligible candidates may be contacted by the hiring department and scheduled for additional department interviews.

**Date Posted** – Tuesday, April 16, 2024

*Note: The City of San Mateo reserves the right, at its discretion, to limit the number of qualified candidates invited to the selection process. **ALL RESPONSES WILL BE CONDUCTED VIA THE EMAIL ADDRESS PROVIDED IN YOUR ONLINE APPLICATION.** Therefore, it is imperative that you provide an email address to which you have access, and it is recommended that you frequently check your email for notices from: [sanmateo@CalOpps.org](mailto:sanmateo@CalOpps.org).*

**Fine Print:** Prior to hire, candidates will be required to successfully complete a pre-employment process, including a driving record review, reference check, and Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background checks. A conviction history will not necessarily disqualify an applicant from appointment. The policy of the City of San Mateo is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, age, religion, ancestry, physical or mental disability, sexual preference, marital status, or national origin. It is the intent and desire of the City of San Mateo that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms and conditions of employment. In compliance with the Americans with Disabilities Act, applicants requiring accommodations for any part of the testing or recruitment process must notify [lcoles@cityofsanmateo.org](mailto:lcoles@cityofsanmateo.org) or (650) 522-7264 seven (7) days in advance of the application filing deadline, or the exam date if the exam is continuous, for the part of the process requiring accommodations. Do not upload any documents related to your request for accommodation in CalOpps. The City of San Mateo complies with employment provisions of the Americans with Disabilities Act.

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**CITY OF SAN MATEO**  
**Deputy Director of Public Works - Engineering Services**

**Supplemental Questionnaire**

*Please provide answers to the following questions, limiting your response to one (1) page each. Responses to the supplemental questions will be used in the selection process. Usage of Artificial Intelligence (AI) software (e.g., ChatGPT) is not acceptable. Neatness, clarity of expression, grammar, spelling, and ability to follow instructions will be considered in evaluating your responses. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position; do not put "see resume" or copy parts of resume/work duties as a response. **(Questionnaire responses must be submitted with the employment application.)***

1. Please describe your specific relevant career experience and why you want the Deputy Director role with the City of San Mateo.
2. Please describe your specific experience managing staff and/or divisions and your approach to leadership.
3. Please provide an example of a challenging project or program you have managed, what made it difficult, and what you did to make it successful.