



**DIRECTOR OF PUBLIC WORKS /
TOWN ENGINEER
TOWN OF WOODSIDE
\$11,984 - \$23,968 per month**

The Town of Woodside is seeking a **Director of Public Works/Town Engineer** to join the Public Works and Building Department under the direction of the Town Manager. The Town will select the candidate with the best combination of experience and education that aligns with the customer service values of Town Hall.

The Town of Woodside:

Woodside is a rural residential community of approximately 5,300 residents located on the San Francisco Peninsula in San Mateo County. The Town is bordered by Redwood City to the north, Atherton and Menlo Park to the east, Portola Valley to the south, and the Santa Cruz Mountains to the west. Residents of Woodside are highly educated and active in local government. The Town maintains an intricate equestrian trail system and many residents keep horses.

Woodside spans 14 square miles and is a largely affluent residential community in Silicon Valley. It has an intentionally small and rural historic business district and is home to the Village Pub, Firehouse Bistro, Buck's of Woodside and Alice's restaurants. The Town is currently updating its Town Center Area Plan and is seeking resident input for possible improvements to circulation, pedestrian safety, parking, development, open space, land uses and more.

The Opportunity:

The Director of Public Works/Town Engineer will provide seasoned leadership to advance progressive Town initiatives. Bringing extensive Public Works management experience with excellent communication skills, cultivates positive relationships, approachable, responsive, and innovative. The Town values transparency, accessibility and a forward-facing approach to customer service and resident engagement.

The Director of Public Works/Town Engineer will plan, organize, and provide administrative direction and oversight for all public works functions and activities, including infrastructure engineering, design and construction, streets and traffic control, engineering plan checking, permit approval, facility, parks and infrastructure maintenance.

The duties include, but are not limited to, the following:

- Assume full management responsibility for all department services and activities including engineering, capital improvements, streets, sewer, storm drain systems, building permitting, and vehicle and equipment maintenance; recommend and administer policies and procedures.
- Manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
- Establish, within Town policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Plan, direct and coordinate the Public Works Department's work plan; assign projects and program areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
- Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.

- Provide for the selection, training, professional development, and work evaluation of department staff, authorize discipline as required; provide policy guidance and interpretation to staff.
- Oversee the development and ensure proper implementation and progress of capital improvement projects.
- Review, edit and sign off on reports to the Town Manager regarding capital improvement projects for submission to the Town Council.
- Develop and maintain familiarity with Federal, State, County and regional funding programs and maximize grant acquisition for capital projects.
- Supervise long-term and complex assignments with responsibility for project development, establishing priorities, developing timelines, evaluating work assigned to staff and assuring quality and accuracy of departmental output.
- Review and analyze claims and potential liability matters and provide professional assistance to the Town Manager, Town Attorney, Town Council and insurance claims adjusters.
- Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; timely approval of expenditures; annual review of capital assets; implement budgetary adjustments as appropriate and necessary.
- Prepare and administer operating and capital improvements program budget.
- Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
- Represent the Public Works Department to other departments, Town Council and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
- Provide staff assistance to the Town Manager; participate on a variety of committees; prepare and present staff reports and other necessary correspondence.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works maintenance and capital improvement project administration.
- Review and advise on plans and permits for work in Town right-of-way.
- Direct the preparation of engineering plans and specifications, bidding, competence of contractors and vendors, and the selection criteria for public contracts.
- Read and interpret architectural drawings and plans, maps, specifications and reports while managing the 3rd part building services contract.
- Perform the duties of the Town Engineer as prescribed by State Law and Town Ordinances.
- Direct projects for the construction of all municipal public works projects.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Implement, interpret and explain complex policies, procedures, codes and ordinances
- Perform related duties and responsibilities as required.

The Ideal Candidate: The ideal candidate for the **Director of Public Works/Town Engineer** will be a knowledgeable public works professional with a record of delivering high-quality municipal services. They will be strategic thinkers with deep technical expertise and sound judgement. This personable leader will be an excellent communicator and collaborator, foster a team-oriented culture, and ensure staff feel supported. The successful candidate will have increasingly responsible Public Works experience, including Professional Civil Engineering experience.

The candidate will possess the following license or certification:

- A California Class C Driver License in good standing.
- Possess and maintain a valid Certificate of Registration as a Professional Civil Engineer in the State of California at the time of hire.

Education/Experience:

Bachelor's degree from a college or university with a degree in Civil Engineering.

Five or more years, in a Public Works Department of increasing responsibility, including five years professional civil engineering experience for a local or State agency, preferred but not required.

Salaries & Benefits: The salary range for the **Director of Public Works/Town Engineer** is \$11,984 - \$23,968 per month and is Exempt. In addition, the Town offers a competitive benefit package, including participation in the California Public Employees Retirement System (CalPERS) Retirement formula is 2.5% @ 55 for Classic members and 2% @ 62 for PEPRA members; health, dental, and vision insurance; and leave, as follows:

PERSONAL LEAVE – 24 days per year for up to 5 years of service; 27 days per year for between 5 and 10 years of service; 32 days per year for over 10 years of service.

HOLIDAYS – 14 days per year (11 set days, plus 3 floating holidays).

Prior to a final offer, the Town requires contact information for three references, with at least one reference from a recent employer. All references provided may be contacted by the Town.

How to Apply:

Please submit a cover letter explaining your interest and a resume to:

Town of Woodside
Attn: Brandon Cruz
P.O. Box 620005
Woodside, CA 94062, **OR by email at**

bmiyake@woodsideca.gov all email submittals shall be attached in a PDF format.

Questions regarding the role may be directed to Jason Ledbetter, Town Manager at 650-851-6790 or jledbetter@woodsideca.gov

The deadline to submit a cover letter and resume is **Friday, November 14, 2025, at 5:00 pm.** Any mailed cover letters and resumes must be received prior to the submittal deadline.