

Foster City is a Great Place to Live, Work and Play!

PUBLIC WORKS DIRECTOR



HISTORY

Incorporated in 1971 and named after real estate tycoon and visionary, T. Jack Foster, Foster City is a one-of-its-kind master planned community that rose out of the reclaimed marshlands of the San Francisco Bay. The original Master Plan envisioned a self-contained community with a variety of housing types, neighborhood shopping centers, waterfront lots and parks, and other commercial & industrial uses.

THE ORGANIZATION

Foster City is a General Law City and operates under the Council-Manager form of government. The five members of the City Council/EMID Board are elected to four-year terms. The City Manager is appointed by the City Council/EMID Board and serves as the chief executive of the municipal organization. Foster City is a full-service city with a total 2022-2023 budget of \$159.2 million. Projected staffing includes 172 FTEs.

MISSION

The mission of the City of Foster City is to deliver equitable services that are customer focused with an emphasis on public safety, neighborhood livability, smart planning, a vibrant economy, infrastructure innovation, and sustainable environment. In pursuit of this mission, we use community engagement and data to make decisions and measure progress based on economic, social, and environmental factors.



PUBLIC WORKS DEPARTMENT

The [Public Works Department](#) manages the following divisions: Engineering, Fleet, Building Maintenance, Streets, Lagoons, Water, and Wastewater. The Department is also in charge of WWTP and Recreation Center projects as well as managing the Levee Improvement project. The Department also manages the City's CIPs and reviews infrastructure improvements for private developments within the city. The Department's goal is to provide courteous, responsive, and efficient services to the community.

THE POSITION

The Public Works Director is responsible for the overall operation of the Department of Public Works including engineering, traffic, streets, water, wastewater, lagoon operations fleet, facilities, equipment maintenance and repairs. This position will also be responsible for managing the Levee Improvement Project. This is a full-time executive management position that requires significant administrative, analytical, and technical skills.



IDEAL CANDIDATE

The city is seeking a confident, self-driven Public Works Director with strong leadership skills and proven management capabilities to oversee and guide the Public Works Department to meet its goals.

The ideal candidate is someone that demonstrates excellent written and verbal communication skills. They will exemplify exceptional relationship-building skills and promote open communication, and teamwork within the Department and the City as well as the Community. The city is looking for a hands-on leader who takes a collaborative team approach to find ways to work and deliver services. The candidate would be an approachable leader who will coach, develop and mentor staff.

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Monthly Compensation

\$15,131.74 - \$18,392.71

Closing Date

Open Until Filled

EDUCATION & TRAINING

Any combination equivalent to experience and education that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way would be:

Education: Equivalent to a B.S. degree in civil engineering, public administration, or related discipline. A graduate degree in engineering or public administration is desirable.

Experience: Six years of increasingly responsible full-time paid professional experiences in public works, including four years in a supervisory, administrative role.

License and Certificates: Possession of a valid Class C California Driver's License. Registration as a Professional Civil Engineer with the California State Board of Registration for Civil and Professional Engineers is desirable.

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BENEFITS

The City of Foster City provides a superior benefits program which includes:

Retirement Plan: Participation in CalPERS in the 2% @ 62 retirement plan for new members and 2.7% @ 55 for classic members.

Leaves: 12 paid holidays; sick leave (5.66 hrs/month); vacation leave based on years of service.

Deferred Compensation: Voluntary 457(b) and 401 (a) plans. Match up to 4% available with 401(a) plane. VEBA (tax-deferred health benefits program).

Health Benefits: Flexible benefits program including health, dental, vision, and medical/dependent care reimbursement accounts.

Work Schedule: Optional 9/80 work schedule.

Other: Long-term disability insurance; and life insurance.



SELECTION PROCESS

The most qualified candidates will be invited to continue in the selection process. The selection process may consist of one or more of the following components: application review, performance-based exam, written exam, and panel interview. A final interview will be scheduled to fill the current vacancy following the establishment of the employment list. This list will be in effect for at least one-year. Once a top candidate is identified, we will conduct reference checks. After a conditional job offer, applicants must successfully pass a pre-employment background check and other requirements as applicable.

TO APPLY

Applications may be submitted online at www.calopps.org

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