



Apply to join the Redwood City team as a:

Assistant Engineering & Transportation Director

\$167,169 - \$225,680 Annually

Open: September 26, 2025

Closes: October 17, 2025, at 11:59 PM

ABOUT THE CITY

We offer a wide range of meaningful career opportunities with potential for growth, training and development, competitive salaries, flexible work schedules, paid time off, and robust benefits. The Redwood City team is guided by *excellence, integrity, service, collaboration, inclusion, and innovation*. Inherent in these values is a great organizational culture based on trust, strong and supportive leadership, respect, risk-taking, empowerment, and effective communication.

The community is known for its inclusivity, strong engaged neighborhoods, and civic pride. The City works diligently to maintain positive and productive relationships with community partners, together providing outstanding services, programs and opportunities for residents and businesses. This mix of tradition and progress, community and diversity, makes Redwood City an extraordinary place to work and call home. If you're looking to grow your career as a part of a hard-working and fun Engineering & Transportation Department team that fosters innovation, creativity and collaboration, we hope you'll apply.



City of Redwood City's Core Values



The Department:

The Engineering and Transportation Department is supported by 27 FTEs, 9 contract employees, and a FY 2025-26 Capital Budget of approximately \$72.9 million covering infrastructure and transportation projects. The Five-Year CIP (FY 2025-26 to FY 2029-30) totals \$372 million, including citywide projects. Major projects include an impressive list of transportation projects, such as the SR84/US101 Freeway Interchange, grade separations along the Caltrain rail line, parking, transportation demand management and Vision Zero implementation, and various traffic calming and roadway projects. Other major projects entail the Transit Center, the Water Master Plan implementation, finalizing and implementing a Recycled Water Master Plan, and various Stormwater System improvements. Future priorities will involve developing an Adaptation Plan to address Sea Level Rise and the Redwood Shores and Bayshore protection projects.

Ideal candidate:

The Assistant Director will have functional responsibility for managing the City's Capital Improvement Program (CIP), including utility infrastructure, civic, and transportation projects. They will also lead the review of design and improvement plans for private development projects and provide guidance and direction to subdividers, engineers, and architects in order to ensure compliance with the City standards and conditions of approval. Ideal candidates will bring exceptional project management skills, prior experience coordinating a complex CIP and leading engineering functions for a similar-sized municipality. This

- Questions? Read hiring process [FAQs](#), or reach out via email to ecorona@redwoodcity.org. •

experienced professional will be a collaborative manager with a supportive and engaged style. Being accessible to employees and building a cohesive and responsive team will be important in this role. Prior experience working with field personnel leading survey operations and construction inspection is highly desirable. Knowledge and experience working with technology that supports effective project management and improved communication on project status to internal and external customers will also be important to the Assistant Director's future success.

What you'll do, at a glance:

As Redwood City's **Assistant Engineering & Transportation Director**, you'll:

- Functional responsibility for the City's Capital Improvement Program, relating to utility infrastructure, civic, and transportation projects.
- Prepare plans and specifications for City's Capital Improvement Projects.
- Review and check, with the assistance of staff and consultants, capital improvement plans for street, sanitary sewer, water, stormwater, and other infrastructure systems.
- Assist in land acquisition for public works projects, including the procurement and review of appraisals and provision of assistance to negotiators in the process.
- Prepare staff reports for final acceptance of construction projects for bond release and approval.
- Review soils and other technical reports and incorporate findings and recommendations into proposed infrastructure improvement plans and construction specifications.
- Perform other duties as assigned

Please review the detailed job description Assistant Engineering & Transportation Director [here](#), which includes more information on the essential duties, knowledge, skills and abilities for this position

Minimum Qualifications:

A combination of experience, training and education that has prepared you to have the knowledge, skills and abilities to succeed in this position. Examples of potential backgrounds may include:

- **Experience:** Five (5) years of progressively responsible professional engineering and/or transportation experience, including at least two (2) years of experience in a lead or supervisory capacity.
- **Education:** Bachelor's Degree from an accredited college or university in Civil Engineering, Public or Business Administration, or a related field. A master's degree in a related field is desirable. Possession of, or an ability to obtain, a valid California Driver's License
- **Desirables:** Current certificate of registration as a professional civil engineer in the State of California.

Perks and Benefits:

- **Eligible for merit-based salary increases** – eligible to receive up to 5% of base salary one time each fiscal year
- **Pension membership in the [California Public Employees Retirement System](#) (CalPERS)**
New members join 2% at age 62; current members join 2% at age 60.
- The City does not participate in Social Security
- **Health, Dental & Vision Insurance for you and your family** – Choose from a range of HMO, PPO and EPO options. The City pays 90% of the CalPERS Bay Area Kaiser Family Premium per employee and 90% of dental and vision premiums.
- **401(a) Retirement Plan** – The City will contribute 2% of your base salary to an offered deferred compensation plan.
- **Auto Allowance:** Not to exceed \$300 per month.
- **Cellular Phone Stipend:** \$46.15 per pay period for employees required to use a cell phone for City business.
- **Employee Assistance Program** – Obtain a range of supportive services, including free counseling.

- **Vacation/Sick Leave**

- Vacation leave – New hires from outside the City into an executive management classification will be granted forty (40) hours of vacation. Annual vacation of 80 to 200 hours per year based on total public sector/industry experience. Accruals will be based on years of service with City and total public sector years or years in the industry.
- Sick leave – 12 days per year
- Paid holidays – 13 recognized holidays + 2 administrative holidays.

- **Management Leave/In-Lieu hours:** 160 hours per calendar year may be taken as time off or paid in cash for any portion of this leave remaining as of the end of the calendar year. Hours will be prorated at time of hire for the first calendar year.

- **Free Fitness Center Access at City Facilities**

- **Education Reimbursement:** Up to \$1,500 per fiscal year for approved tuition for courses taken as part of an accredited college or university degree program or for professional development workshops or seminars.

- **Professional Development:** Reimbursement for authorized personal development and improvements will be granted up to a maximum of \$750 per fiscal year. Personal well-being activities such as fitness and gym membership fees qualify for the \$750 per fiscal year.

- **Education Reimbursement:** Annually up to \$1,500 for approved tuition for courses taken as part of an accredited college or university degree program or for professional development workshops or seminars.

- **Life Insurance:** The City offers basic life insurance coverage of \$3,000 to all members of the Executive Management Group. The City shall offer eligible employees additional life insurance equal to one and a half times the employees' annual salary, with a 60/40 premium contribution split between the City and the employee, respectively.

- **Long Term Disability Insurance:** The City will pay the full cost of the basic rate, which covers a \$3,000 maximum monthly payout. A buy-up option is available to the employee at their own expense, up to a maximum of \$6,000 monthly payout.

Information regarding other benefits can be found in the [Executive Management Summary of Benefits](#).

The Fine Print

• Those who best meet the qualifications and requirements for the position will be invited to participate in the selection process. • Oral board interviews will be conducted in person on Friday, November 14, 2025. • Prior to appointment, candidates will be required to pass a background check (at no cost) including criminal history, DMV, a DOJ fingerprint check, and reference check. Reference checks will be conducted in close coordination with the candidate. • Candidates with a disability which may require special assistance in any phase of the application or selection process should advise HR prior to or upon submittal of application by contacting Erica Corona at ecorona@redwoodcity.org. • Provisions in this document may be modified or revoked without notice. • Redwood City is proud to be an Equal Opportunity Employer.

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Supplemental Questions

The supplemental questionnaire is a key component of your application and will be used to assist us in evaluating your qualifications, background, analytical ability and writing skills. Applications without answers will not be considered complete. There is not a strict minimum or maximum word count, and we encourage you to submit thoughtful and complete responses. As a rough guide with regard to maximum length, we anticipate that candidates should easily be able to answer both questions without going beyond a combined total of 1,400 words.

1. Describe your experience in preparing and presenting reports and other correspondence to councils, commissions, committees, boards, and neighborhood organizations.
2. Describe a situation where you had to adjust project resources or timelines due to unexpected funding cuts or changes in financial priorities. How did you handle this situation while still achieving project goals?

Potential candidates outside the Bay Area are strongly encouraged to research the cost of housing and overall cost of living in the area before applying.

Interested in joining the Redwood City team?

Submit your application via www.CalOpps.org by October 17, 2025