



CITY OF SIERRA MADRE

Public Works Director

ABOUT SIERRA MADRE

Centrally located just east of Pasadena, Sierra Madre, also referred to as the Village of the Foothills, is a safe, scenic 2.96 square mile foothill community of approximately 11,000 residents. The City is known for its tree-lined streets, historic residential neighborhoods, and small-town mountain charm. Residents enjoy a suburban gateway where the beautiful San Gabriel foothills and city life are both within reach.

This historically rooted community hosts a rich calendar of events, including the Mount Wilson Trail Race established in 1908, the Wisteria Festival established in 1908, and the Fourth of July Parade established in 1917, each reflecting a strong civic spirit and commitment to preserving its character. Sierra Madre continues to invest in sustainability, infrastructure modernization, and smart growth so that its unique identity thrives into the future.



CITY GOVERNMENT

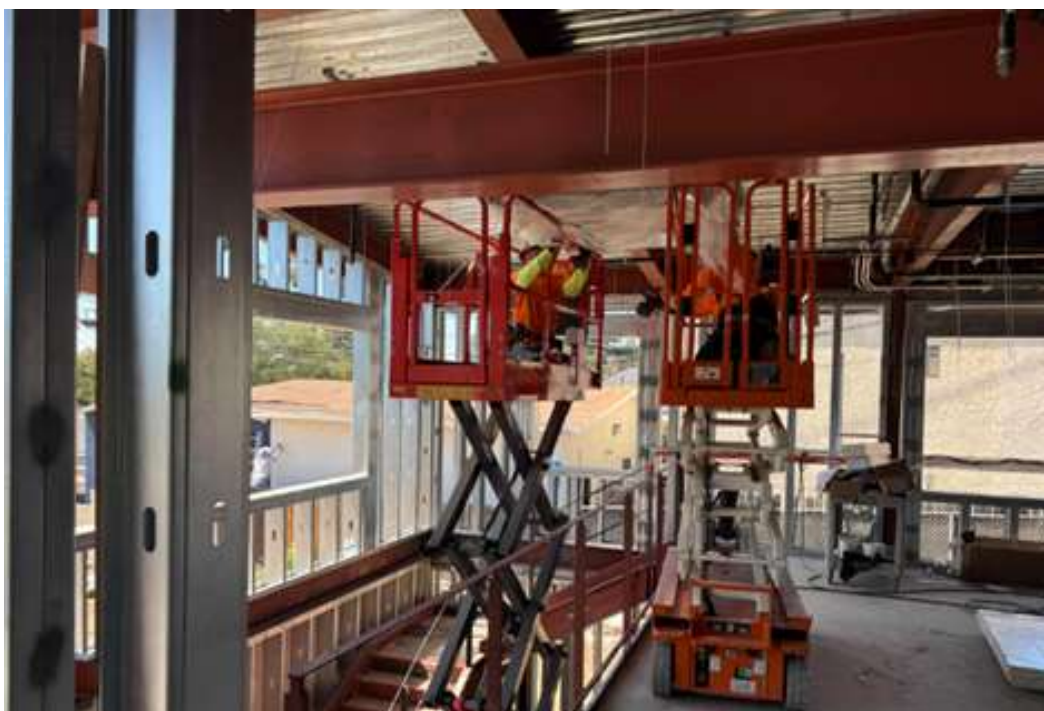
The City of Sierra Madre is a full-service municipality operating under a Council-Manager form of government. The five-member City Council provides leadership and policy direction for the community and is responsible for adopting the annual budget and appointing the City Manager, City Attorney, and members of the City's Boards and Commissions. Councilmembers are elected to four-year terms, and each December, the Council selects one of its members to serve as Mayor, who acts as the ceremonial head of the City. The City Manager serves as the administrative head of government, implementing Council policy, managing daily operations, and overseeing all departments and staff. The City Treasurer, elected to a four-year term, manages the City's investment portfolio, ensuring prudent financial stewardship and compliance with Council-adopted investment policies.

Sierra Madre's adopted FY 2026 budget totals \$45.9 million across all funds, including \$19.2 million in the General Fund. The City employs approximately 101 staff across seven departments and continues to provide essential services, including public safety, water, public works, community services, and library programs. City operations are primarily funded by property taxes, local revenues, and user fees, supporting a structure that emphasizes efficiency, transparency, and strong community engagement. The City's work is guided by five strategic goals: Organizational Sustainability, Public Safety, Infrastructure and Growth Management, Organizational Excellence, and Environmental Responsibility. This ensures that resources are managed responsibly and aligned with the community's long-term vision for sustainability and quality of life.

THE DEPARTMENT

The Public Works Department is a core service provider that maintains the infrastructure and utilities essential to the City of Sierra Madre. With a combined fiscal year 2025–26 budget of approximately \$16.3 million dollars and a staff of 19 full-time employees, the Department manages the City's key systems, including streets, water, sewer, fleet, and facilities maintenance. Under the leadership of the Public Works Director, the Department plans, designs, and maintains critical public infrastructure to ensure that City assets operate safely, reliably, and efficiently.

Public Works is organized into several functional areas. Administration oversees budgeting, contracts, regulatory compliance, and department support services. Utilities and Engineering manage water production and distribution, wastewater collection, groundwater management, and capital

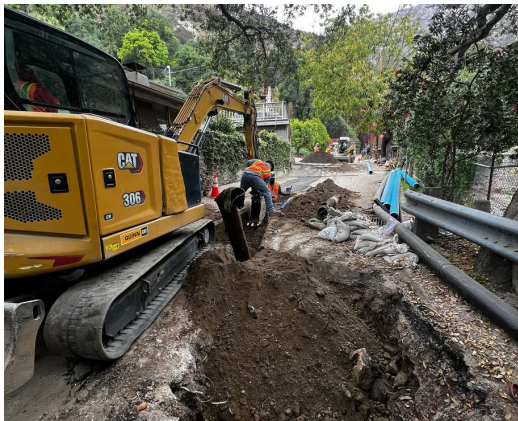


PUBLIC WORKS BY THE NUMBERS

- \$16.3 million operating and capital budget (FY 2025–26)
- 19 employees supporting four divisions
- 55 miles of water distribution lines
- 186,000 feet of sewer mains are maintained
- 3,800 metered water connections
- 680–750 million gallons of water produced annually

improvement projects. Streets and Sewer handles street resurfacing, storm drain maintenance, signage, and traffic control. Facilities and Fleet Maintenance are responsible for City building repairs, park facility upkeep, and vehicle maintenance.

The Department oversees capital projects that maintain and improve the City's infrastructure and public facilities. Working closely with other City departments, Public Works leads the planning and implementation of major construction and maintenance efforts that enhance reliability, safety, and community quality of life. Public Works aligns its work with Sierra Madre's five strategic goals of Organizational Sustainability, Public Safety, Infrastructure and Growth Management, Organizational Excellence, and Environmental Responsibility. Through this framework, the Department continues to strengthen local infrastructure, advance sustainability initiatives, and provide reliable, high-quality public services to residents, local businesses, and visitors.



THE POSITION

The City of Sierra Madre is seeking an experienced and service-oriented leader to serve as Public Works Director. Reporting to the City Manager, this position oversees the planning, design, construction, and maintenance of the City's critical infrastructure systems, including streets, water, wastewater, fleet, and

facilities. The Director provides professional and administrative leadership to a dedicated team of 19 full-time employees and manages an annual operating budget of approximately \$16.3 million dollars. The Public Works Director plays a key role in advancing the City's infrastructure priorities, ensuring reliable service delivery, and upholding Sierra Madre's high standards of safety, sustainability, and community responsiveness. This position also serves as a trusted advisor to the City Manager and City Council, providing expert guidance on public works, utilities, and capital improvement projects. The Director collaborates closely with other City departments, regional agencies, contractors, and residents to ensure that all services and projects are completed efficiently and to a high professional standard.

IDEAL CANDIDATE

The ideal candidate will be an accomplished public works professional with strong technical knowledge, organizational management skills, and a commitment to public service. The successful candidate will demonstrate integrity, professionalism, and the ability to build strong working relationships across the organization and community.

They will:

- Lead by example and foster a culture of teamwork, accountability, and customer service.
- Apply sound judgment and creative problem-solving to operational and technical challenges.

- Communicate clearly and effectively with staff, City leadership, and the public.
- Balance day-to-day operational management with long-term infrastructure planning.
- Champion sustainable practices and continuous improvement in service delivery.

QUALIFICATIONS

- Education: Bachelor's degree in Civil Engineering or related field; Master's degree desirable.
- Experience: At least seven years of progressively responsible public works, utility, or engineering experience, including three years in a supervisory or management role.
- Licenses: California Professional Civil Engineer (PE) license preferred but not required. Valid Class C California driver's license required.
- Skills: Strong communication, leadership, and analytical abilities; adept at managing budgets, projects, and staff while fostering teamwork and service excellence.

COMPENSATION & BENEFITS

The annual salary range for the Public Works Director is \$167,232 to \$208,853, depending on experience and qualifications. The City of Sierra Madre offers a comprehensive benefits package for Management Employees, reflecting the City's commitment to employee well-being, financial security, and work-life balance.

Retirement

- CalPERS Retirement:
- Classic Members: 2.5% @ 55
- New Members: 2% @ 62
- The City does not participate in Social Security.

Optional RHS Program:

- Employee contribution of \$100 per pay period (\$2,600 annually).

Deferred Compensation:

- City contribution of \$100 per pay period (\$2,600 annually) through ICMA.

Health & Wellness

- **Medical, Dental, and Vision:**
 - PERS health plans available (HMO/PPO).
 - City contributes up to \$1,500 per month toward premiums for the employee and eligible dependents.
 - \$325 monthly stipend for employees with alternate group insurance.
- **Life and Accidental Death Insurance:**
 - \$100,000 term life policy for the employee.
- **Disability Coverage:**
 - City-paid short- and long-term disability insurance.

SEARCH SCHEDULE

Applications will be accepted until the position is filled.
The following timeline is anticipated:

Application Deadline: December 5, 2025
Preliminary Interviews: December 18, 2025
Final Interviews: January 8, 2026

Finalist interviews will include meetings with the City Manager and department leadership. Candidates should plan to be available in person for these interviews.

LEAVE BENEFITS

- **Vacation:** 96 hours per year, with additional accrual for years of service; buyback option available.
- **Management Leave:** 80 hours per year, with buyback at any time.
- **Sick Leave:** Accrues at 96 hours per year; limited buyback available.

ADDITIONAL BENEFITS

- **Automobile Allowance:** \$300 per month or use of a City vehicle.
- **Mobile Phone Stipend:** \$40 per month.
- **Tuition Reimbursement:** Up to \$10,000.
- **Computer Loan Program:** Low-interest loan up to \$3,000.
- **Alternative Work Schedule:** 9/80 or 4/10 work week; telework available.
- **Flexible Spending Account:** Up to \$2,550 (medical) and \$5,000 (child/parent care) annually.
- **Employee Assistance Program (EAP):** Confidential support for health, financial, and personal matters.
- **Ancillary Benefits:** Voluntary options for supplemental life, accident, cancer, and disability insurance.



RECRUITMENT PROCESS

To apply for this opportunity, please visit:

sierramadrecalifornia.gov/employment

Applications will be reviewed as they are received. Qualified candidates will be invited to participate in the interview process, which will include meetings with City leadership and key staff.

For questions regarding this recruitment, please contact:

Human Resources Department

(626) 355-7135 or email at hr@sierramadrecalifornia.gov





City of Sierra Madre

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Sierra Madre, CA 91024

sierramadrecalifornia.gov