



Public Works Director/ City Engineer



Providing for Today, Preparing for Tomorrow

The Opportunity

The City of Brisbane, a close-knit community committed to exceptional public service, is seeking a proactive, experienced, and customer-focused Public Works Director to lead our Public Works Department.

Under administrative direction of the City Manager, plans, organizes and provides administrative direction and oversight for all public works functions and activities, which include infrastructure engineering, design and construction, streets and traffic control, underground lines, review of private sector development, facility, parks and infrastructure maintenance and operation of water distribution and sanitary sewer collection systems; provides expert professional assistance to City management staff in areas of expertise; fosters cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups; and performs related work as required.

As a key member of the City's leadership team, the Public Works Director plays a vital role in maintaining and improving the quality of life for our residents. Overseeing essential infrastructure services – from streets and utilities to parks and facilities – the Director sets the tone for clear, transparent communication. With Public Works staff serving as the front line to the community, strong communication from leadership is critical to the Department's success. The ideal candidate brings technical expertise, hands-on municipal experience, and a commitment to responsive, community-centered service.

The City of Brisbane offers:

- Full-Service City with a variety of opportunities.
- Competitive training opportunities and potential for growth.
- Ideal location (SF Metro/Peninsula).
- Flexible schedules.
- Supportive leadership.
- Competitive compensation package; and
- Dynamic, socio-economic environment.

*The City of Brisbane prides itself on being an employee-oriented organization that aims to "provide for today and prepare for tomorrow."
We look forward to having you join our Brisbane family!*

The Department

The Department of Public Works (DPW) is responsible for the engineering and maintenance of the City's infrastructure, and for all new capital projects. DPW is organized into two Divisions: Engineering (engineers, inspectors, administrative support) and Operations & Maintenance (the field crews). DPW provides the engineering and maintenance for twenty-five (25) miles of water main, four water reservoirs, four water pump stations, nineteen (19) miles of sewer main, four sewer lift stations, twenty-three (23) miles of roads, nineteen (19) public facilities, forty-four (44) landscaped areas, and over 350 trees. Working on these (and all the other unnamed items) requires an aggressive schedule of proactive maintenance.

Administration

The Administration Division provides the Engineering and Operations & Maintenance Divisions with management, administrative and clerical support that assists each in meeting the responsibilities of residents, businesses and City staff. The Administration Division provides contract administration and budget management services. In addition, the Administration Division manages the implementation and coordination of the Service Request Program.

Engineering

The Engineering Division implements the City's Capital Improvement Program (CIP) including master planning and advanced planning, design and consultant supervision and construction contract administration of projects that install, maintain, improve or repair the City's infrastructure, including water, sewer and storm drain facilities, roadways, bridges, streetlights, traffic signals, pedestrian improvements and City public facilities (Buildings and Grounds).

Learn more about Brisbane's major projects at <https://www.brisbaneca.org/publicworks>.

A full classification description is available online at: <https://www.brisbaneca.org/media/26566>

Example of Duties

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department; prepares and administers the department's budget. Plans, programs and schedules engineering and support personnel on assigned projects and programs.
- Plans, organizes, administers, reviews and evaluates the work of professional, technical, maintenance and office support staff through subordinate levels of supervision.
- Provides for the selection, training, professional development and work evaluation of department staff; authorizes discipline as required; provides policy guidance and interpretation to staff.
- Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and City needs.
- Performs the duties of the City Engineer as prescribed by State law and City ordinances, including overseeing the preparation of engineering plans and specifications, the construction of public projects, and the administration of professional service, construction, maintenance and other contracts.
- Confers with and represents the department and the City in meetings with members of the City Council, members of boards and commissions, various governmental agencies, developers, contractors, business and industrial groups and the public.
- Oversees the development or update of the City's Comprehensive Sewer and Water Plans, the Capital Improvement Plan and other plans related to municipal infrastructure.

"BRISBANE PUBLIC WORKS - PROUD TO BE OF SERVICE"

Ideal Candidate

- **Customer Service-Oriented:** Demonstrates a strong commitment to serving the community with responsiveness, transparency, and professionalism.
- **Utilities Expertise:** Possesses in-depth knowledge and hands-on experience managing municipal utilities, including water, wastewater, and stormwater systems.
- **Leadership and Team Development:** Inspires and supports staff through clear communication, accountability, and mentorship.
- **Project Management Skills:** Proven ability to plan, execute, and oversee capital improvement projects on time and within budget.
- **Collaborative and Approachable:** Builds positive relationships with residents, staff, elected officials, and outside agencies.
- **Problem Solver:** Able to think strategically, analyze complex situations, and implement effective solutions.
- **Financial Acumen:** Experienced in developing and managing departmental budgets and capital project funding.
- **Regulatory Knowledge:** Familiar with local, state, and federal regulations applicable to public works and utilities.
- **Adaptable and Forward-Thinking:** Embraces innovation and continuous improvement to meet evolving community needs.
- **Ethical and Professional:** Maintains the highest standards of integrity, transparency, and public trust.
- **Experienced Supervisor:** Four years of supervisory or administrative experience in either a public works setting or as a professional engineer working with public agencies.
- **Education:** Equivalent to a Bachelor's degree in civil engineering or a related discipline. Registered Professional Civil Engineer - in the State of California

Compensation & Benefits

\$244,345.32 - \$269,350.56 Annually*

This position is eligible for benefits under the **Executive Management Group Memorandum of Understanding**.

- Health benefits offered through CalPERS, the City contributes a fixed dollar amount to a flexible compensation plan for the cost of health plans. The 2025 monthly flex dollar amount:
 - Employee Only: \$1,102.02
 - Employee + 1: \$2,228.25
 - Family: \$2,904.04
 - Opt-out Option: \$768.39 (cash-in-lieu)
- City provides paid vision through VSP, dental through a self-insured reimbursement program, long-term disability, and life insurance coverage
- Retirement benefits are provided through CalPERS, 2%@60 for "Classic" members, 2%@62 for "New" members.
- The City will match a contribution up to 5% to a Deferred Compensation 457(b) plan
- Flexible spending accounts (Health and Dependent Care) and transportation spending accounts are also available.
- Vacation Leave – amounts increase with continuous years of service (80 hours annually for the first 4 years, 120 hours annually after 4 years and 160 hours annually after 9 years of service).
- Sick Leave - 12 days annually
- Up to 80 hours of Administrative Leave (pro-rated based on start date). You can elect to use the admin leave hours or opt to receive a payout.
- Free commuter shuttle to and from BART/ Caltrain.
- Additional benefits include access to an annual health and wellness reimbursement for qualifying health related expenses and an option to request an alternative work schedule, where eligible employees may choose to adjust their 8-hour workday/40-hour work week.
- Automobile Allowance up to \$300 per month



Those who best meet the stated qualifications and requirements for the position will be invited to participate in the selection process. The specifics of the selection process will be communicated to those selected candidates.

Tentative Timeline:

Closes: August 8, 2025, at 5PM

Panel Interviews: Week of August 25, 2025

*Dates may be subject to change

For more information about this exciting opportunity please contact the hiring team at:
hrstaff2@brisbaneca.org

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Human Resources Department upon submittal of application.