



The City of East Palo Alto is seeking  
Professional, leadership is it YOU?  
We are currently seeking qualified  
candidates for the position of a  
**UTILITY MANAGER**

(Full-time permanent)

Salary: \$151,787 - \$184,498 Annually

Plus Wonderful benefits

Deadline to apply: Monday May 12, 2025, at 11:59 PM





## THE CITY

The City of East Palo Alto is a beautiful community located in the heart of the Silicon Valley and is uniquely positioned to maximize its potential as a significant city in the region. Founded by speculators and farmers in 1849, the town was originally named Ravenswood. In 1983 the residents decided to incorporate as East Palo Alto. The population is approximately 28,000 with an area of 2.5 square miles.



## THE DEPARTMENT

The Public Works Department preserves, enhances and promotes quality of life and public safety through the responsible development of reliable and sustainable infrastructure and services. The members of this Department will at all times strive to exhibit the following qualities:

**Commitment** - Promote a culture that provides responsive service through highly motivated, professional and knowledgeable staff in a safe, fair and efficient work environment to best serve our multi-cultural community.

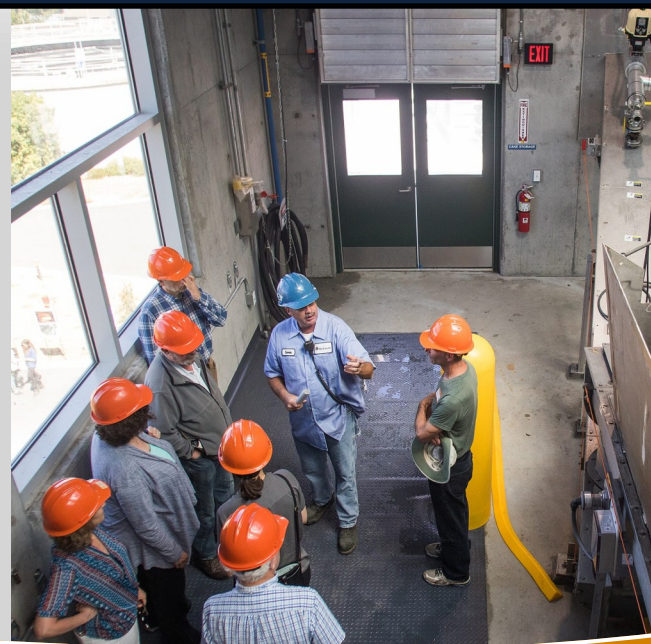
**Integrity** - Provide leadership and promote collaboration to balance stakeholder interests.

**Stewardship** - Manage resources to continually improve services and balance safety and infrastructure needs with protection of the environment. East Palo Alto's Public Works Department handles the following services:

- Transportation and traffic planning
- Pavement and concrete operations and maintenance
- Street light and street sign operations
- Parks, trees and open space management
- Capital Improvement Program, engineering services

## THE POSITION

The City of East Palo Alto is seeking an empowering, self-motivated, leader to fill the full-time permanent Utility Manager position. The Utility Manager plans, schedules, assigns, and reviews the work of consultants, contractors and staff within assigned area. The Manager will also assist with long- and short-term project planning, design, maintenance, and operations in one or more of the following utility areas: water, wastewater, collection systems, solid waste, telecommunications, storm drain systems, and other utility related programs. Additionally, the Manager performs a variety of complex and responsible support to the City Manager/General Manager and Public Works Director/District Engineer on all City and East Palo Alto Sanitation District (EPASD) utility and engineering related matters.



## IDEAL CANDIDATE

The ideal candidate will possess the following:

- Provide leadership that inspires and encourages employees to grow and excel.
- Exercise sound professional judgment in recognizing and handling politically sensitive issues of public interest.
- Will demonstrate exceptional organization, time management, communication, and interpersonal skills.
- Be ethical, self-motivated, creative, adaptable, organized, and comfortable working in a dynamic and team-oriented environment.
- Exercise sound judgment, tact, discretion, impartiality, diplomatic demeanor, and professionalism when providing exemplary customer service to members of the general public, employees, elected officials, and colleagues.
- Be reliable and adaptable in a fast-paced environment.
- Works well as a team player to reach common goals.
- Shows compassion and integrity to fellow employees and the community.

## QUALIFICATIONS

### EDUCATION AND EXPERIENCE:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

**Education:** Equivalent to a bachelor's degree with major coursework related to water systems, environmental or civil engineering, biological or physical sciences.

**Experience:** Seven (7) years of increasingly responsible experience in water systems, wastewater collection, and/or other public utilities, including three (3) years of supervisory experience.

### License and Certifications:

Possession of a valid and appropriate California Driver's License.

### Highly Desired:

- Water Distribution Operator Grade D2 certificate issued by the California State Water Resource Control Board.
- Water Treatment Operator Grade T2 certificate issued by the California State Water Resource Control Board.





## COMPENSATION AND BENEFITS

The starting salary will commensurate with the experience, qualifications and skills of the successful candidate within the range of \$151,789—\$184,498 Annually, \$12,648 - \$15,374 Monthly. The City of East Palo Alto offers a competitive benefits package, including choices among plan options for medical, dental, vision, life insurance, short and long-term disability, and CalPERS long-term care insurance.

**Health Benefits:** For medical coverage, the City contracts with Sutter Health and Kaiser Permanente. The city pays 100% employee only Kaiser Coverage and 65% Dependent Coverage up to the Kaiser Coverage Plan.

**Dental insurance:** is through Delta Dental. The city pays full cost for employees only.

**Vision:** Supplemental Insurance with VSP (employee paid)

**Long Term Disability:** City paid.

**Life Insurance:** The City pays for coverage of Basic Term Life insurance: \$100,000 Division Managers

**Retirement:** PERS Classic Members – 2.5% @ 55 formula Employee pays 8% employee contribution PERS New Members—2% @ 62 formula Employee pays 7.75%

\* Three (3) year average final compensation.

**Sick Leave:** 3.7 hours biweekly

**Vacation:** Accrual ranges from 80 – 200 hours per year based on years of continuous service with the City

**Holidays:** 13 Paid Holidays per year

**Management Leave:** up to sixty (60) hours of Management Leave annually for those employees who are exempt from the overtime provisions of the FLSA.

**Bilingual Pay:** Additional \$50 / pay period. English/Spanish for qualifying individuals and positions after passing a bilingual test.

**Deferred Compensation Plan:** The City offers an optional 457 Plan through Mission Square.

**Employee Assistance Program (EAP):** The City of East Palo Alto offers an employee assistance program for employees and dependents that provides counseling and other services for dealing with life's challenges at no cost to the employee.

**Flexible Spending Plan:** Voluntary pre-tax employee contributions up to \$2,650 for health care expenses and up to \$5,000 for dependent care expenses per year.

## HOW TO APPLY

To be considered for this exciting opportunity, candidates should apply through CalOpps.org. Please follow this link; <https://www.calopps.org/city-of-east-palo-alto> or scan the QR code below.

Complete an online application and the required supplemental questionnaire. All materials must be included to be considered as a candidate.

**The deadline to apply is Monday, May 12, 2025, at 11:59 PM**

Candidates with a disability who may require special assistance in any phase of the recruitment process or have additional inquiries about the position should advise Danielle Oliveira from Muchmore Than Consulting at [danielle@muchmorethanconsulting.org](mailto:danielle@muchmorethanconsulting.org). The City of East Palo Alto is not responsible for the failure of internet forms or email in submitting your application.

Recruitment Services Provided

By:  Muchmore Than Consulting



SCAN ME

**THE CITY OF EAST PALO ALTO IS AN EQUAL OPPORTUNITY EMPLOYER**