



SAN RAFAEL
THE CITY WITH A MISSION



ASSISTANT PUBLIC WORKS DIRECTOR/ CITY ENGINEER

SAN RAFAEL, CALIFORNIA

Salary: \$128,640 - \$156,360 ANNUALLY, DOQ/DOE

(The salary above reflects a 5% furlough reduction for FY20/21)

The City of San Rafael is seeking an Assistant Public Works Director/City Engineer. The successful candidate will be an accomplished leader who possesses exceptional project management and communication skills. The Assistant Public Works Director/City Engineer will have experience managing complex public works capital improvement projects, strong fiscal and business acumen, proven leadership experience, and a strong customer focus. This job is a chance to be a transformative leader advancing public projects that will serve the community for generations to come.

THE CITY & DEPARTMENT

If you are looking for an innovative, forward thinking organization where you have exceptional opportunities to advance a career, take-on exciting projects and be a part of a dynamic leadership team, then this is a great match for you!

The City of San Rafael is a full-service City with a City Council/City Manager form of government which has over 400 employees. A population of nearly 60,000 residents are represented by an elected Mayor and four elected City Council Members who serve four-year terms. As the County of Marin's largest city, San Rafael strives to be a vibrant economic and cultural center reflective of its diversity. The City has an engaged, supportive and innovative City Council that desires to sustain the beautiful natural environment.

The Department of Public Works (DPW) includes the divisions of:

- Capital Engineering
- Traffic Engineering and Land Development
- Parks and Streets Maintenance
- Administration

The Department is collegial, respectful and inclusive. If you are looking for an innovative, forward thinking organization where you have exceptional opportunities to advance a career, take-on exciting projects and be a part of a dynamic leadership team, then this is a great match for you!





THE JOB

Under the direction of the Public Works Director, the Assistant Public Works Director/City Engineer plans, organizes and directs the engineering division focused on the development and implementation of the City's Capital Improvement Program (CIP) and other engineering projects throughout the City. The position oversees the design, construction, and construction management of Capital Improvement projects and other maintenance and/or repairs. The Assistant Public Works Director/City Engineer also reviews and signs engineering drawings and land record maps as well as represents and serves as Public Works Director in his/her absence

IDEAL CANDIDATE PROFILE

The ideal candidate will use their interpersonal skills and technical engineering expertise to motivate the team to meet the goals and objectives of the department and City. You will use your communication skills and strengths to deliver critical capital improvement projects. The City Engineer will be customer service minded, an interdepartmental collaborator, an excellent project manager and a mentor to our future leaders.

Leadership/Communications/Customer Service

- Successfully lead a dynamic and talented staff and be interested in their professional development
- Advance an organizational culture that attracts and retains talented staff
- Be a transformational thinker and bring creative solutions to decision makers
- Use effective communication skills and political savvy to work with other City leaders, elected officials, and a very engaged public
- Implement strategic direction of the department
- Be adept and comfortable delivering presentations in a public forum
- Promote a customer-oriented approach towards meeting client needs
- Facilitate project concerns that are politically sensitive

Operations and Project Management

- Develop short- and long-range plans and align staff actions to achieve desired outcomes
- Oversee contracts, vendor relationships, personnel, projects, quality assurance and project timelines
- Work collaboratively cross-departmentally and with other community members and organizations
- Lead and implement key projects with short timelines at a rapid pace
- Understand and adhere to local, state and federal building codes, laws and mandates
- Oversee and report on day-to-day Department operations and manage budget
- Keep CIP projects on-time and on-budget, meet deadlines, be flexible and adjust priorities as needed

Interpersonal

- Build trust with peers, contractors, community, stakeholders and county leadership
- Interact successfully with a very engaged public to present and explain traffic policies and decisions
- Be self-directed, motivated, detail oriented and flexible
- Demonstrate transparency, a strong work ethic, and integrity



— Employment Standards —

In addition to the above ideal candidate competencies the required qualifications are:

- A Bachelor's degree in Civil Engineering from an accredited college or university and ten years of increasingly responsible public works engineering and construction experience, preferably including supervisory/management experience.
- Registration as a Civil Engineer in the State of California
- Ability to obtain a valid California Driver's license upon hire.

COMPENSATION & BENEFITS

The City of San Rafael offers an attractive compensation and benefits program. The salary range for this position is **\$128,640 - \$156,360** annually, DOQ/DOE, and a competitive benefits program including:

- **Retirement:** The City is a part of the Marin County Employees' Retirement Association (MCERA - 1937 Act County System) which offers reciprocity between agencies in CalPERS; new members receive 2% @ 62 retirement benefit.
- **Health Insurance:** Full flex cafeteria plan with the following contributions: \$673.42 employee only; \$1,346.82 employee +1; \$1,750.88 family coverage; \$673.42 opt-out payment
- **Dental and Vision Insurance:** Fully paid for employee plus dependents
- **Deferred Compensation:** Employee Option
- **Life and Long-Term Disability Insurance:** \$150,000 basic life; Long-term disability is two-thirds of salary, up to \$7,500/month
- **Annual Leave:** Vacation ranges from 15-25 days (depending on years of service), 12 days of sick leave, 10 days of administrative leave, 11 holidays and 2 floating days
- **Gym Reimbursement**
- **Work Week:** 37.5 hours week, Exempt



HOW TO APPLY

This position is open until filled. For first consideration **APPLY BY May 21, 2021**; however, candidates are encouraged to submit as soon as possible.

— Apply at: <https://www.calopps.org/san-rafael/job-20111529>

QUESTIONS?

Please contact: Rhonda Castellucci

rhonda.castellucci@cityofsanrafael.org

(415) 485-3474