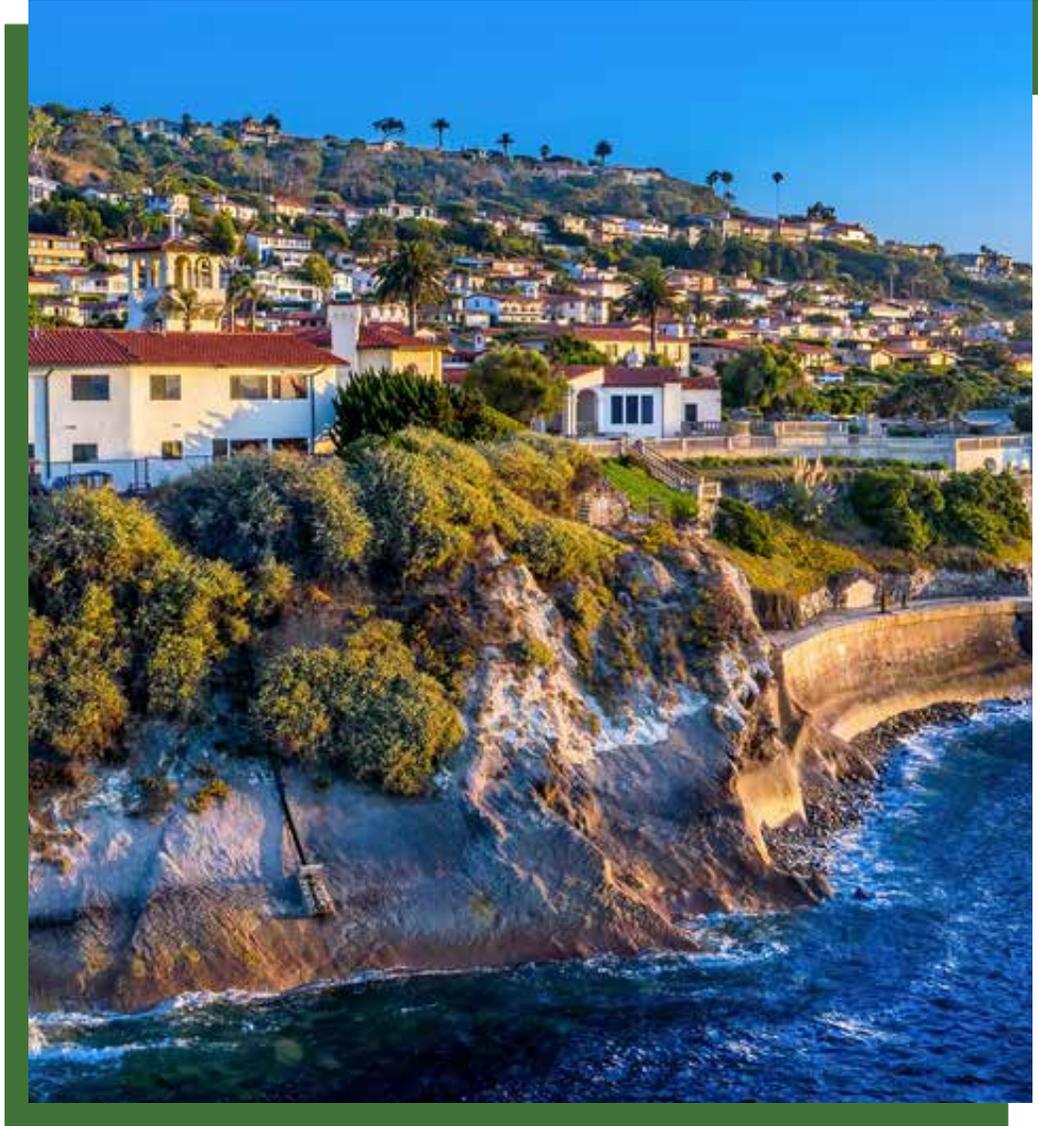


PUBLIC WORKS DIRECTOR

City of Palos Verdes Estates, CA





THE CITY OF PALOS VERDES ESTATES

Palos Verdes Estates sits atop the Palos Verdes Peninsula along the Pacific Coast in Los Angeles County, California. Incorporated December 20, 1939, the city was master-planned by the noted American landscape architect and planner Frederick Law Olmsted Jr. Over the years, the City's governance has been guided by the vision of the original founders with an emphasis on preserving, protecting and enhancing the quality of life and natural assets that make Palos Verdes Estates unique including its spectacular ocean views and high-performing schools.

THE CITY GOVERNMENT

The City of Palos Verdes Estates is a General Law City and operates as a council-manager type of government. Under this type of government, the five member City Council is the policy-making body and the City Manager is responsible for carrying out Council policy.

The City Council is elected to represent the interests of the citizenry and is responsible for delivering the services necessary to meet the needs of the community. City Council members are elected at-large for four-year terms and serve "staggered" terms, meaning that either two (2) or three (3) members are voted upon at each election. Each December, the Council selects one of its members to serve as Mayor.

City operations are supported by 57 City employees and an annual budget of approximately \$23 million. Many City services, including fire protection, engineering, refuse collection, and landscape maintenance are contracted out.

Additional information can be found on the City's website at www.pvestates.org.

THE PUBLIC WORKS DEPARTMENT

The mission of the Public Works Department is to serve the public by providing courteous, effective, efficient and accurate planning and development services to ensure a safe community that preserves and enhances the quality of life for all residents of the City of Palos Verdes Estates. The Department supports the Parklands Committee and Traffic Safety Committee.

THE POSITION

Working under direction of the City Manager, or the City Manager's designee, the Public Works Director plans, coordinates, manages, administers and oversees the activities, operations, staff and contracts of the Public Works Department, including street maintenance services, facility maintenance, traffic safety, refuse collection and municipal engineering services. This position manages six full time employees: five maintenance workers and an urban forester.

A substantial amount of the Department's work is contracted out. The Public Works Director is responsible for approving work plans, overseeing schedules, managing budgets, and ensuring that quality of the work performed by consultants and contractors is consistent with City standards.

Typical duties include:

- Develops, oversees and participates in the review and management of the Capital Improvement Plan, ensuring consistency with the City's General Plan and other planning documents and schedules.

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- Administers, assembles, plans, and manages the City's entire Capital Improvement Program including Building Facilities, Streets and Transportation, Storm Drains, Sewer, and municipal separate storm sewer systems (MS4).
- Plans, manages, coordinates, and evaluates engineering design and construction engineering work, including utilities and rights-of-way engineering.
- Prepares, reviews, and approves engineering plans, specifications, and contract documents related to private development construction and capital improvement projects and provides advance master plan for the City's development.
- Plans, directs, supervises, and assigns work to assigned support staff.
- Selects, trains, supervises, and evaluates the work of professional and technical staff and consultants; recommends disciplinary actions as needed.
- Participates in the development of the Public Works/Engineering budget and makes recommendations regarding staff, equipment, and capital projects; monitors actual expenditures for compliance with plans.
- Administers engineering construction contracts and private plan check contracts for private development; ensures that development standards are consistent with project applications and the City's environmental policies and requirements.
- Develops, plans and implements action on adopted policies from the Traffic Safety Committee and City Council and contained in such documents as the City's Circulation Element and the Southern California Association of Government's Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS).
- Serves as lead staff to the Traffic Safety Committee.
- Reviews, approves, and signs City Tract & Parcel Maps, Certificates of Compliance and other documents per the Subdivision Map Act.

THE IDEAL CANDIDATE

The City of Palos Verdes Estates is seeking a diplomatic problem solver to serve as Public Works Director. The ideal candidate is an outstanding project manager with excellent communication skills. This person will help to streamline and modernize the services offered by the Public Works Department while controlling costs and delivering the high caliber of service the citizens of Palos Verdes Estates deserve and expect.

Minimum Qualifications

Qualified candidates will have knowledge of:

- Theories, principles, practices, standards, methods and techniques of civil engineering;
- Development, evaluation and approval practices of engineering plans and specifications related to streets, sewers, storm drains, water mains and other public works projects and plan review of private development projects;
- FEMA, NPDES, WQMP, and other environmental compliance programs; construction, financing and legal requirements associated with civil engineering and public works projects; and
- Principles of employee supervision and evaluation; public works inspection practices; environmental regulations and standards; contract administration practices.

In addition, they will have the ability to:

- Plan, organize, coordinate and manage design and construction engineering services as they pertain to for public construction, utilities, capital improvements projects and the review and approval of private development projects;
- Participate in selecting, training, supervision and evaluation of technical and field personnel and contract personnel;
- Analyze engineering plans, specifications and proposals and public works projects and private development proposals for technical feasibility, safety, best practices and public acceptability; To communicate effectively, both orally or in writing; prepare and present administrative reports and staff recommendations; and

- Establish and maintain effective working relationships with staff, supervision, management, executives, consultants, contractors, developers, governmental officials, and public and private representatives.

Education and Experience

The successful candidate must have, at a minimum, a Bachelor's degree from an accredited four-year college or university with a major in civil engineering or a related field AND ten years of progressively responsible professional and project management experience involving civil engineering work and the design, administration, and inspection of public works construction projects and rights-of-ways, and the plan review of private development projects.

COMPENSATION AND BENEFITS

The salary range for this position is \$120,396 - \$158,088 per year. Placement within this range will be dependent upon the qualifications and experience of the individual selected. The Public Works Director also receives an attractive benefits package that includes, but is not limited to:

- 9/80 work schedule
- CalPERS retirement benefits
- Performance-based special compensation
- Medical, dental and vision insurance
- Voluntary deferred compensation
- 10 paid holidays per year, plus 3 floating holidays after one year of service
- 96 hours of administrative leave per year
- Vacation leave
- Sick leave
- Bereavement and compassionate leave
- Car allowance, \$375/month
- City issued cell phone

HOW TO APPLY

Resumes will be reviewed as applications are received. For priority consideration, **apply online** at www.alliancerc.com by **April 30, 2021**.

For questions, inquiries or candidate recommendations, please contact:

Cindy Krebs or Sherrill Uyeda

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