




ALLIANCE
RESOURCE CONSULTING LLC

**Public Works Director
City of Pleasant Hill, CA**

The Community

Pleasant Hill is a modern and dynamic city in the East Bay Area of San Francisco and home to approximately 33,000 residents. Located at the center of the Interstate 680 corridor in Contra Costa County, Pleasant Hill is characterized by small-town charm and a strong sense of community.

Residents of Pleasant Hill enjoy an enviable quality of life with safe, quiet residential neighborhoods and an array of amenities. Its appealing downtown boasts more than 350,000 square feet of retail space, movie theaters, entertainment venues, and restaurants. City Hall offers a central plaza area for community gatherings and events.

The City enjoys an ideal Northern California climate with warm, dry summers and mild winters making it perfect for visitors and residents seeking outdoor activities.

The City is home to many California distinguished schools and Diablo Valley Community College.

Pleasant Hill is considered one of the best places to work, live, shop, dine, and play in the Bay Area. To learn more please visit: <https://www.ci.pleasant-hill.ca.us/>.

The Organization

Pleasant Hill is a General Law City operating under the Council-Manager form of government. Currently, the City Council consists of five members who are elected at large for staggered four-year terms, with a rotating mayor. However, the City will transition to a District-based system in the upcoming election cycle, with three of the five new districts up for election in November. Pleasant Hill is widely recognized for being a well-managed, fiscally sound City and for its community focused programs that benefit its citizens as well as providing a dynamic, stimulating work environment for City employees. The City employs 110 regular employees and has a biennial operating budget of \$31.2 million for 2023-2024.

The City delivers a range of municipal services including police, finance, building inspection, planning and code enforcement, engineering, economic development, street construction and maintenance, and storm drainage services. Fire protection, recreation and parks, sewage collection and treatment, water, and school services are provided through special districts not subject to City control.

The Department

The Public Works Department is composed of two divisions:

- ▶ **Engineering Division** – The Engineering Division is responsible for the design, development and construction of private and public infrastructure and facilities along with traffic operations and transportation planning.
- ▶ **Maintenance Division** – Working out of the Public Services Center on Civic Drive, the Maintenance Division provides a variety of services to keep the City clean and well maintained. The Division maintains all publicly owned streets and City-owned buildings (City Hall, the Police Department, Public Services Center, and the new City Library). It also manages the street sweeping, which is contracted out to a private vendor.

There are eight employees in Engineering and fourteen in Maintenance.

The Opportunity

The Public Works Director will oversee the new Public Works Department (formerly two divisions under the Community Development Department). The Public Works Director reports to the City Manager and will lead the Engineering and Maintenance teams and oversee several high-profile capital improvement projects.

Main responsibilities of the Public Works Director include:

- ▶ Direct and participate in the development and implementation of goals, objectives, policies and procedures.
- ▶ Plan, direct, and review all public works engineering activities including design and surveying.
- ▶ Plan, direct, and review all the design and construction of the City's street and drainage structures.
- ▶ Select, supervise, and evaluate the consulting engineering services; prepare requests for proposals; coordinate activities and provide technical assistance.

- ▶ Confer with and advise administrative staff on problems related to the design and construction of public systems, the interpretation and enforcement of construction specifications, and the design and operation of traffic systems.
- ▶ Review plans, engineering reports, budget estimates, and proposed ordinance submitted by Department staff and consulting engineers.
- ▶ Review and sign plans for public works improvement projects.
- ▶ Serve as technical advisor to the City Manager and City Council on public works, engineering and traffic matters; develop comprehensive recommendations for management use.
- ▶ May act as the City Engineer and Traffic Engineer and perform related duties as required by state and City laws.
- ▶ Respond to resolve difficult citizen inquiries and complaints.
- ▶ Meet with the public in small and large groups to discuss City public works policies, practices and problems.
- ▶ Supervise and participate in the preparation and administration of the Department budget.
- ▶ Coordinate public works and engineering activities with other City departments and with outside agencies.
- ▶ Select, supervise, train, and evaluate professional, technical and clerical subordinates.

The Ideal Candidate

The City of Pleasant Hill prides itself on being an “employer of choice” in the region. It has a reputation for being a great place to work with a dedicated and intelligent workforce that has very low turnover rates. The City is seeking a bright, collaborative municipal engineering executive to be its new Public Works Director.

The top priorities of the Public Works Director will be:

- ▶ Organize, lead, and inspire the Department staff. Provide hands-on guidance and build trust and open lines of communication within the Department.
- ▶ Review staffing and roles and responsibilities within the Department. Adjust hiring needs if required.
- ▶ Lead and manage the high-profile capital improvement projects such as the Contra Costa Boulevard project and the City Hall fountain and pond restoration project.
- ▶ Collaborate with the Pleasant Hill Recreation and Park District on community services.

The ideal candidate will be someone who can easily navigate and foster relationships at all levels of the organization, whether it is in the office or out in the field. This person will be a “working manager” who is willing to apply a hands-on approach to managing various projects and programs and work beside the team. This person will be polished and confident when presenting to the City Council, advising the City Manager, or meeting members of the community.

The ideal candidate will be politically astute, comfortable leading high-profile projects, and able to collaborate with neighboring jurisdictions and special districts. This role requires a candidate with keen active listening skills, who must also be willing and able to voice an opinion. Lastly, the ideal candidate will be an engaging manager who fosters and supports an environment of ongoing professional development for department staff.

Education, Certifications and Experience

This position requires any combination of experience, education and/or training that would likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

- ▶ Equivalent to a bachelor’s degree (a master’s degree is preferred) from an accredited college or university with major course work in civil engineering or a related field; and
- ▶ Five years of progressively responsible experience in municipal engineering and public works administration, including two years in a supervisory capacity.
- ▶ Possession of a certificate of registration as a professional civil engineer in the State of California.
- ▶ Possession of, or ability to obtain, a valid California driver’s license and a satisfactory driving record.



Compensation

The annual salary for the Public Works Director is **\$174,060- \$231,504**; placement in this range is dependent upon qualifications.

The City of Pleasant Hill's City Hall closes at 1:00 p.m. every Friday. The City also offers a competitive benefits program that includes:

- ▶ **Retirement** – The City participates in the California Public Employees' Retirement System (CalPERS) under a 2% @ 60 formula for Classic Members. The City contributes 3% to a 401(a) plan as well as \$225/month to an RHS plan. Voluntary Roth IRA & 457 plans available.
- ▶ **Medical Benefits** – The City offers two choices for coverage—Kaiser or Blue Shield. The City pays 75% of the Kaiser monthly premium at each coverage level. Medical In Lieu up to \$600/month.
- ▶ **Dental & Vision** – City-paid coverage for employee and eligible dependents.
- ▶ **Life Insurance** – City-paid coverage equal to 1x annual salary.
- ▶ **Holidays** – City recognizes 14 paid holidays per year.
- ▶ **Vacation Leave** – Negotiable based on Management Pay Plan
- ▶ **Sick Leave** – Accrues at the rate of one day per month, with no maximum accrual.
- ▶ **Administrative Leave** – Up to 16 hours of administrative leave each month on a non-cumulative basis.
- ▶ **Section 125 Plan** – Dependent care and out-of-pocket medical costs may be paid on a pre-tax basis.
- ▶ **Telework** – The City offers up to two days of remote work per week.

How to Apply

Please apply **on-line** by 5pm **May 10, 2024** at www.allianceRC.com. For questions, inquiries or candidate recommendations, please contact:

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