

Deputy Public Works Director – Operations/City Engineer

Deputy Public Works Director – Utilities

CITY OF BENICIA, CALIFORNIA



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“All about fit”



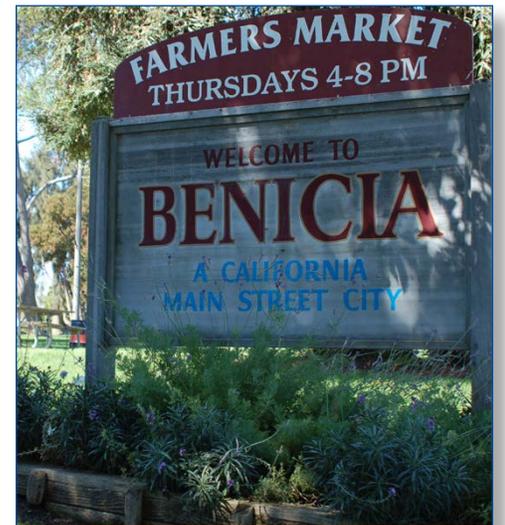
THE COMMUNITY

The City of Benicia, a San Francisco Bay waterfront community of 28,000, is known for its small town charm and quality of life, and is home to numerous award winning restaurants, schools and parks. Benicia is nestled on the East Bay shoreline in southwest Solano County. The City encompasses 13 square miles and is located 35 miles northeast of San Francisco, and 57 miles southwest of Sacramento.

Benicia has a rich history in California. Founded in 1847, and the third California city to incorporate, Benicia served as the third State Capitol in 1853 and 1854. The City has more than 40 historic sites, including the Benicia Capitol State Historic Park, Benicia Arsenal, the original site of Mills

College, and the first Protestant Church and Masonic Temple in California.

Recreation is a big part of the Benicia lifestyle. The area features uninterrupted miles of public shoreline, a marina, several boat launches for fishing and sailing, and the Benicia State Recreation Area. The City has a beautiful 50-acre multi-use community park and oversees an additional 156 acres of city parks. Benicia is the home to many internationally known artists and acclaimed glass and art studios, many of which occupy a former military arsenal and have storefronts in the City's downtown. Many events and activities are held in Benicia throughout the year that are enjoyed by residents and visitors alike. Benicia also has a highly successful industrial park and a port that serves as a primary Bay Area center for auto imports.



The City of Benicia has a high level of community pride and interest in preserving their quality of life. Residents enjoy low crime, good schools, affordable housing, as well as a wide range of cultural and recreational opportunities.

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THE ORGANIZATION

Benicia is a General Law City and operates under the Council/Manager form of municipal government. The Mayor is directly elected, as are the four Council Members, City Clerk, and City Treasurer, to four-year terms. The City Council appoints the City Manager and City Attorney. Benicia is a full-service City and operates on a two-year budget cycle

with a General Fund of approximately \$40 million. Approximately 215 full-time employees serve in the City departments of Administration, Police, Fire, Finance, Public Works, Community Development, Library & Cultural Services, and Parks & Community Services.

The City seeks someone who embraces the organization's values of integrity, inclusiveness and collaboration, respect, responsiveness, and teamwork, and who will actively contribute to the department's management team.





SEARCH SCHEDULE

Filing Deadline	January 21
Preliminary Interviews	January 28 thru February 8
Recommendation of Candidates	February 15
Finalist Interview Process	February 28 thru March 1

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

Deputy Public Works Director – Operations/ City Engineer

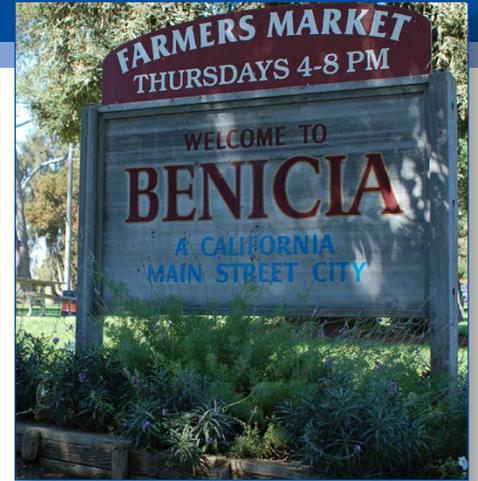
THE COMPENSATION

The salary range for the position is \$121,864–\$148,127 per year DOQ. The City also offers a comprehensive and competitive benefit package, including:

The Deputy Public Works Director – Utilities

THE COMPENSATION

The salary range for the position is \$116,050–\$141,060 per year DOQ. The City also offers a comprehensive and competitive benefit package, including:



THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please visit our website at:

Peckham & McKenney
apply@peckhamandmckenney.com

Resumes are acknowledged within two business days. Call Josh Agnew toll-free at (866) 912-1919 for more information.



FOR BOTH POSITIONS:

- **VACATION:** Three weeks accrual per year (increases with longevity).
- **HOLIDAYS:** 12 holidays annually, and two personal leave days.
- **SICK LEAVE:** 8 hours per month; annual cash-out into vantage care, if eligible.
- **INSURANCE:** Dental and vision fully paid; Kaiser medical plan, rate partially paid by the City.
- **PERS RETIREMENT:** “Classic” members of CalPERS participate in a formula of 2% at 60 and pay 4% of the employee share of 7% New members to CalPERS are subject to PEPR, which includes a formula of 2% at 62, with employee paying one-half of the normal cost contribution. For both plans, average salary of three years is used for final compensation calculation, as well as credit for unused sick leave.
- **LIFE INSURANCE:** \$30,000. Term life insurance with AD&D coverage paid by the City.
- **ADMINISTRATIVE LEAVE:** 72 hours of leave annually. Cash conversion of up to half of unused leave paid each year.
- **LONGEVITY PAY** after ten years.

For more information on the City of Benicia, please visit the City’s website at www.ci.benicia.ca.us.

Deputy Public Works Director – Operations/City Engineer

THE POSITION

The Deputy Public Works Director - Operations/City Engineer will be appointed by the Public Works Director, Will Tarbox, who joined Benicia in March of 2018. Mr. Tarbox most recently served as the Superintendent in the City and County of San Francisco and brings a breadth of experience. His management style encourages creativity, innovation, accountability, and excellence, as well as collaboration, teamwork, communication, transparency, and patience.

Under the direction of the Public Works Director, the Deputy Public Works Director - Engineer plans, organizes, coordinates, manages, and supervises assigned personnel, programs, and activities within the operations divisions of engineering, streets, distribution, collections, and fleet; provides highly complex and responsible support to the Public Works Director; delivers leadership, training, and mentoring to division managers and supervisors; may serve as Acting Public Works Director; and performs all other related duties as assigned.

The Deputy Public Works Director - Engineer is responsible for performing high level and mandated professional civil engineering functions, as well as administrative duties, as required. The Deputy Director will exercise competent judgment and discretion in the administration and direction of the day-to-day operations of assigned divisions, as well as perform diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Public Works Director in a variety of areas.

THE IDEAL CANDIDATE

The ideal candidate will be a hands-on, self-starter, with a proactive, relationship-based and inspirational managerial approach and an active communication

style. The candidate will also be empathetic and fair, while being firm in promoting a positive environment of accountability. The Deputy Public Works Director - Engineer will need to prioritize, organize, and execute the delivery of capital improvement projects; plan, direct, and supervise the operation and maintenance of engineering, streets, distribution, collections, and fleet divisions; develop and implement divisional goals, objectives, policies and priorities for assigned divisions; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; identify opportunities for improvement. The chosen candidate will also be able to establish performance measures for subordinates; provide advice and technical assistance to city management, staff, commissions, committees, and the public; represent the department on various committees, both internal and external; discuss, explain, and present department plans, programs, and projects at public and community meetings, legislative and administrative hearings, and related functions.

There is a need for proactive, ongoing communication with the Public Works Director, executive staff, department team members, and the community. The new Deputy Public Works Director - Engineer will be expected to facilitate a team-oriented and collaborative work environment, focused on the betterment of the entire city operation and the community.

KNOWLEDGE

Advanced principles and practices of civil engineering as applied to a variety of public works, utilities, and private development projects; applicable Federal, State, and local regulations, codes, guidelines, laws, and ordinances; standard and accepted methods, materials, and techniques utilized in planning, design, construction, and maintenance/operation of a variety of public works facilities and systems; advanced engineering calculations, including hydraulic

engineering systems, and the appropriate methods and techniques of statistical analyses; contemporary municipal management and public administration principles and practices, including current budgetary and fiscal operations and controls; understanding of fee structures typically found in a master fee schedule, such as impact fees and connection fees. practices and procedures of local government, regulatory agencies, and grant agencies; principles and practices of leadership, motivation, team building, and conflict resolution.

ABILITY

Develop, interpret, apply, and explain applicable laws, codes, ordinances, policies, procedures, rules, and regulations; plan, organize, and direct the activities of an assigned operating division or group of operating divisions; exercise sound independent judgment within general policy guidelines and operating parameters; delegate authority and responsibility, and schedule and program work on a long-term basis; prepare clear, concise, and comprehensive records, reports, and correspondence and other written materials; make clear and persuasive oral presentations; establish and maintain effective working relationships with those contracted in the performance of duties.

QUALIFICATIONS

The successful candidate must have five years of increasingly responsible professional engineering experience in public works or construction management with at least two years in a management or supervisory position equivalent to a Deputy Director of Public Works. Applicant must have experience in "one or more" of the following areas: Project Management, CIP development, fee structures, maps, land use, street maintenance, facilities, water distribution systems, and waste water collection systems. Candidates must also possess and maintain a valid certificate or registration as a Professional Civil Engineer in the State of California.

Deputy Public Works Director – Utilities

THE POSITION

The Deputy Public Works Director - Utilities will be appointed by the Public Works Director, Will Tarbox, who joined Benicia in March of 2018. Mr. Tarbox most recently served as the Superintendent in the City and County of San Francisco and brings a breadth of experience. His management style encourages creativity, innovation, accountability, and excellence, as well as collaboration, teamwork, communication, transparency, and patience.

Under the direction of the Public Works Director, this position plans, organizes, coordinates, manages, and supervises assigned personnel, programs, and activities within the utilities divisions of water, wastewater, and environmental compliance; provides highly complex and responsible support to the Public Works Director; delivers leadership, training, and mentoring to division managers and supervisors; may serve as Acting Public Works Director; and performs all other related duties as assigned.

The Deputy Public Works Director - Utilities will exercise competent judgment and discretion in the administration and direction of the day-to-day operations of assigned divisions, as well as perform diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Public Works Director in a variety of areas.

THE IDEAL CANDIDATE

The ideal candidate will be a hands-on, self-starter, with a proactive, relationship-based and inspirational managerial approach and an active communication style. The candidate will also be empathetic and fair, while being firm in promoting a positive environment of accountability. The Deputy Public Works Director - Utilities will have a utility background and will need to prioritize, organize, and execute the

delivery of capital improvement projects; plan, direct, and supervise the operation and maintenance of city infrastructure for the utilities (water, wastewater, and environmental services) divisions; develop and implement divisional goals, objectives, policies and priorities for assigned divisions; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; identify opportunities for improvement; establish performance measures for subordinates; provide advice and technical assistance to city management, staff, commissions, committees, and the public; represent the department on various committees, both internal and external; discuss and explain department plans, programs, and projects at public and community meetings, legislative and administrative hearings, and related functions; prepare or supervise the preparation of a variety of reports, correspondence, and special studies, including City Council reports and annual State and Federal reports; serve as a member of the department's executive team and participate in discussions and decisions related to department-wide activities impacting personnel, facilities, goals, and budgets.

The chosen candidate will ensure the City's compliance with various environmental regulations as they pertain to water, wastewater, storm water, and industrial wastewater, including the United States Environmental Protection Agency (USEPA), California Environmental Protection Agency (CAL EPA), State and Regional Water Quality Control Boards, State of California Department of Health Services office of Drinking Water; National Pollution Discharge Elimination System (NPDES) requirements, and National Pretreatment Standards; file and maintain monitoring records and reports; ensure compliance with signatory and reporting requirements; report any system overflows and maintain updated sanitary system overflow protocols.

There is a need for proactive, ongoing communication with the Public Works Director, executive staff, department team members, and the community. The new Deputy Public Works Director -

Utilities will be expected to facilitate a team-oriented and collaborative work environment, focused on the betterment of the entire city operation and the community.

KNOWLEDGE

Modern principals, practices, methods, and techniques utilized in the construction, operation, and maintenance of large, complex, public utilities facilities and systems; contemporary municipal management and public administration principles and practices, including current budgetary and fiscal operations and controls; principles and methods of utility rate setting and public utility accounting, practices and procedures of local government, regulatory agencies, and grant agencies; principles and practices of leadership, motivation, team building, and conflict resolution.

ABILITY

Develop, interpret, apply, and explain applicable laws, codes, ordinances, policies, procedures, rules, and regulations; plan, organize, and direct the activities of an assigned operating division or group of operating divisions; exercise sound independent judgment within general policy guidelines and operating parameters; delegate authority and responsibility, and schedule and program work on a long-term basis; prepare clear, concise, and comprehensive records, reports, and correspondence and other written materials; make clear and persuasive oral presentations.

QUALIFICATIONS

The position requires five years of experience, increasing in responsibility, in municipal water/wastewater operations, municipal engineering, land development, street construction or maintenance, including four years of administrative and management responsibility. An educational background equivalent to a Bachelor's degree from an accredited college or university, with major course work in civil engineering, public administration or a related field. A current PE. Master's Degree is desired. Six Sigma and or LEAN Certification desired.