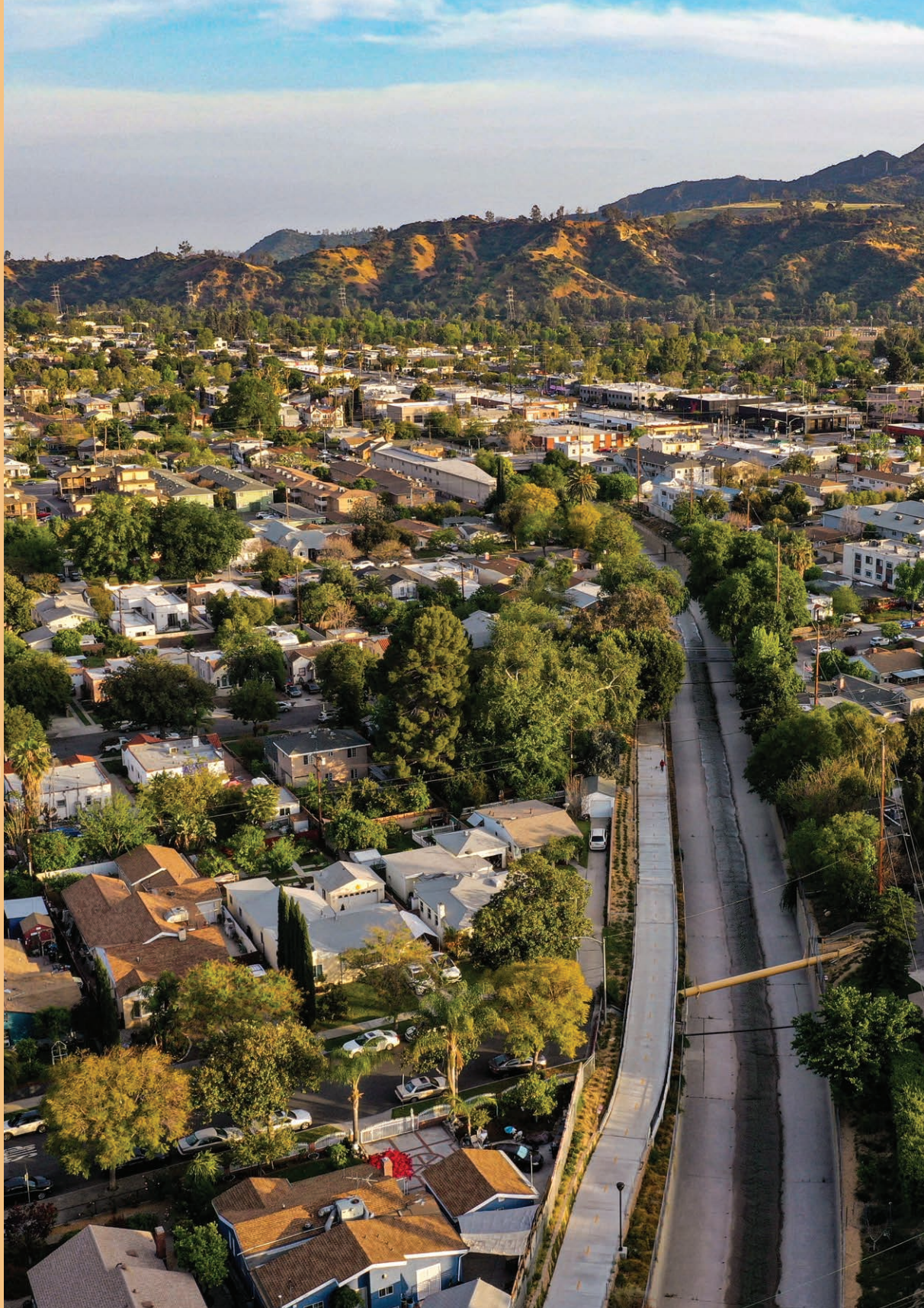


Peckham & McKenney
"All about fit"



**Chief Assistant Public Works
Director/City Engineer**
CITY OF BURBANK, CALIFORNIA

THE COMMUNITY

The City of Burbank is a unique urban community nestled between the Hollywood Hills and the Verdugo Mountains in the heart of Los Angeles County. Known as the "Media Capital of the World," Burbank is home to more than 1,000 entertainment companies and 182,000 jobs. More than 3 million tourists and visitors come to Burbank annually for the area's theaters, nightlife, restaurants, office buildings, and studio backlots, or perhaps for one of the City's many arts, culture, and entertainment options. The City is home to many thriving commercial districts, including Downtown Burbank, a mixed-use urban neighborhood with more than 600 restaurants and retailers that offer something for everyone, and Magnolia Park, a unique and retro neighborhood with one-of-a-kind secondhand stores, eateries, and the famous Porto's Bakery. The City is also home to major events like the Burbank Comedy Festival, Burbank International Film Festival, Creative Talent Network Expo, Downtown Burbank Fine Arts Festival, Downtown Burbank Winter Wine Walk, Food Truck Fridays in Magnolia Park, and Holiday in the Park.

Burbank residents benefit from the City's 42 public parks and facilities, equestrian



trails, bike paths, a public golf course, innovative recycling programs, weekly Farmer's Market, outstanding municipal services, and high-performing schools. Burbank has been named one of the nation's 100 Best Communities for Young People, one of the nation's Top 100 Best Places to Live, and in 2016, was ranked the 16th safest City to live in by [BusinessInsider.com](https://www.businessinsider.com). With all its urban amenities, Burbank manages to retain a small-town feel.

Burbank's dedication to providing residents with a high quality of life and a strong sense of community makes this urban community an ideal place to live, work, and play. To learn more, visit www.burbankca.gov.

THE ORGANIZATION

Burbank is a full-service Charter City with a Council-Manager form of government. Five City Council Members serve staggered, four-year terms, and each year the Mayor is chosen by the Council as the presiding officer. In addition to

carrying out traditional legislative duties for this full-service municipality, the Council also serves as the governing body for the Burbank Housing Authority, Burbank Parking Authority, and Public Financing Authority.

The City Council is supported by numerous advisory Boards, Commissions, and Committees, the volunteer members of which are appointed. The Council also appoints the City Manager and City Attorney, while the City Treasurer and City Clerk are elected at-large to four-year terms. City Departments include Community Development, Management Services, Information Technology, Financial Services, Public Works, Police, Fire, Burbank Water & Power, Library Services, and Parks & Recreation.

At a City Council goal-setting meeting in early 2023, the City Council discussed issues and opportunities facing the community, set a strategic direction, and determined its priorities:

- City Services
- Economic Development
- Housing/Homelessness
- Quality of Life
- Sustainability/Resilience
- Transportation/Traffic

The City of Burbank is proud of its long-standing reputation for providing excellent service to residents and the business community. The City maintains a workforce of 1,400-1,500 and operates with a General Fund budget of \$232.5 million (FY 2023-2024) and a capital improvement budget of approximately \$121 million.

THE PUBLIC WORKS DEPARTMENT

The City of Burbank Public Works Department is committed to efficiently operating public works infrastructure, systems, and programs while protecting the environment and responding to the community's changing needs. Burbank Public Works provides numerous vital services, including planning, designing,



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constructing, and monitoring the City's roadways and sidewalk infrastructure and sewer and water reclamation systems; overseeing and permitting land development activities; maintaining and repairing all City property, equipment, and buildings; and is responsible for oversight and delivery of the City's robust capital improvement project program.



The Public Works Department is supported by an annual FY2023-24 budget of \$19.4 million and a workforce of approximately 192 staff. The current fiscal year's Capital Improvement Project (CIP) budget is \$37 million. In addition, the Department also administers two of the City's Enterprise Funds - Water Reclamation and Sewer, which has a total budget of \$22 million, and Refuse Collection and Disposal, with a budget of \$33.6 million.

The Department currently consists of five divisions that are each comprised of several sections:

- Administration
- Engineering Design and Construction - CIP and Inspection, Land Development and Permits, and Traffic Sections
- Fleet and Building Maintenance - Fleet Services and Building Maintenance Sections
- Streets and Waste Management - Road and Parkway Maintenance, Weed Abatement, Street Sweeping, and Flood Control. The division also oversees the Refuse Collection, Refuse Disposal, Recycling, and Street Sweeping Sections

- Water Reclamation and Sewer - Engineering and Design, Industrial Waste Permitting and Inspection, Plant Operations and Maintenance, and Sewer Maintenance Sections

The Engineering Design and Construction Division has several exciting projects underway:

- New Central Library and Civic Center
- Future projects identified in the 20-year Facilities Capital Improvement Plan (based on a Citywide Facilities Condition Assessment analyzing 1.3 million square feet of City facilities)
- Various multi-modal transportation improvement projects
- Numerous high-profile private development projects that involve offsite improvements and infrastructure in the public right-of-way

THE POSITION

This is an exciting time to join the City of Burbank's Public Works Department's Engineering Design and Construction Division. The Chief Assistant Public Works Director/City Engineer is a critical position for the Department and the City; responsible for a team of approximately 60 experienced and dedicated staff in the CIP & Inspection, Land Development & Permits, and Traffic Sections.

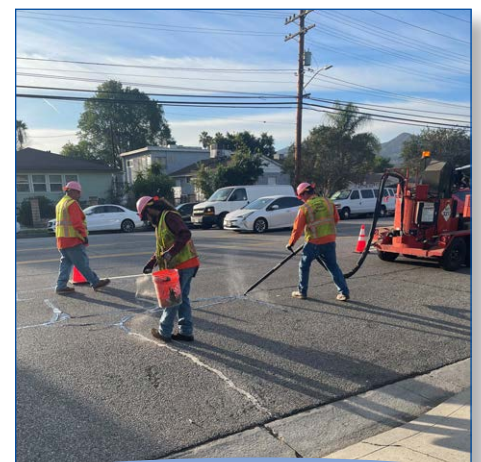
As the leader for the City's ambitious Capital Improvement Projects Program, the City Engineer must be an experienced project and program manager and a collaborator, working with other departments to find solutions to that help build community, protect neighborhoods, and ensure public safety. With several high-profile developments in the design process and under construction, the City Engineer must have a demonstrated history of successfully managing land

development cases to completion. In addition, the City Engineer is responsible for oversight of traffic/transportation planning and engineering in the public right-of-way.

Traffic staff are valued reviewers and contributors to the CIP Program and Land Development projects, and operate and/or maintain the Traffic Management Center, Signal System, and Signs and Painting Shop.

THE IDEAL CANDIDATE

The ideal candidate will have a Bachelor's degree in Civil Engineering or closely related field plus eight years of professional engineering experience, and four years of progressively professional administrative and supervisory management responsibility, as well as demonstrated experience in delivering complex municipal civil engineering projects OR an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. A Professional Engineering License with the State of California in Civil Engineering is required at the time of application.



As a representative of the Public Works Department and facilitator of projects for all departments, the City Engineer must be an excellent communicator, skilled at writing, speaking, and listening, with the ability to take in ideas and information and clearly communicate the vision to create a path for success to both internal and external customers. The City Engineer must be an experienced supervisor with a strong work ethic and the ability to inspire, mentor, and motivate their team to perform at their highest level; equally comfortable with holding them accountable and being held accountable. The ideal candidate will be a collaborative leader, with experience working across departments to successfully move projects through planning, design, and construction, and experienced in diplomatically resolving conflicts to find common ground. The City Engineer must be a responsive and strategic thinker; an engaging professional, able to positively interact

SEARCH SCHEDULE

- Resume filing deadlineApril 19, 2024
- Preliminary Interviews April 22 – May 3, 2024
- Recommendation of CandidatesMay 6, 2024
- In-Person First InterviewMay 15, 2024
- In-Person Interview with Director.....May 30, 2024

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

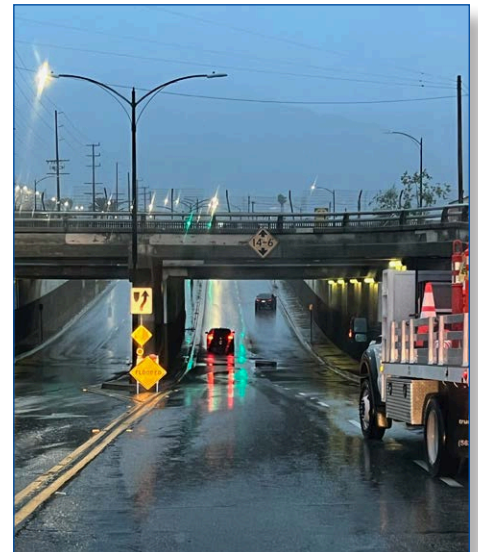
with the City Council, Commissions/ Committees, contractors and developers, the public, and their team. With the City Council’s Complete Our Streets Plan and Vision Zero goals, along with four specific plans in development, the City Engineer needs to have progressive experience in collaboratively providing traffic/transportation planning and engineering services to safely develop and manage the public right-of-way.

THE RECRUITMENT PROCESS

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

Peckham & McKenney
www.peckhamandmckenney.com

Resumes are acknowledged within two business days. Contact Tara Schultz at (626) 644-1398 or toll-free at (866) 912-1919, if you have any questions regarding this position or the recruitment process.



THE COMPENSATION

The annual salary range for this position is \$165,620 to \$217,790. Appointment within the range will be made depending on the qualifications of the selected candidate. The City provides an excellent benefit package.

CALPERS RETIREMENT: 2.5% @ 55 for Classic PERS participants. 2.0% @ 62 for new PERS participants. The City does not participate in Social Security.

CAFETERIA PLAN: \$350.00/month towards a Medical Plan plus additional medical premium if eligible.

UNIVERSAL LEAVE ACCRUAL RATES (includes vacation and sick leave):

- Less than 5 years of service 16.167 hours/month
- 5 to 14 years of service 19.500 hours/month
- 15+ years of service 22.834 hours/month

Option to cash out up to 500 hours per fiscal year. At the discretion of the Department Head, an additional 40 hours of Universal Leave may be granted per calendar year based upon employee performance.

DENTAL & VISION INSURANCE: City paid family dental coverage and employee only vision coverage.

HOLIDAYS: 11 days annually.

The full benefits package can be found here: (<https://www.burbankca.gov/documents/174345/400292/Z+%28Unrepresented+Mid-Managers%29+%281%29.pdf/bec7e88f-c8e1-c03f-879f-7c46bbc29f76?t=1678464210638>)



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