



CITY OF COLTON, CALIFORNIA

# Public Works & Utility Services Director



## THE COMMUNITY

The City of Colton, located in San Bernardino County, is proud of its growing role as a center for new business, residential and employment opportunities in the County of San Bernardino. A comprehensive transportation network, available underdeveloped land, a skilled, ready-to-work labor pool, and a viable partnership between business, city, and county government contributes vitality to an already established commerce. The City is focused on the high quality of living, education, job creation, community health, public safety, housing, retail, recreation, arts and culture, and infrastructure for development that is sustainable over time.

Historically, Colton has worked hard to make the City one of the best places in Southern California to work, live, and enjoy life and that single goal remains true today. With a population of approximately 55,000, Colton is a diverse community where tomorrow's contributors pursue their dreams in an attractive and safe environment abundant with opportunities for educational and economic advancement. Colton will be a destination for visitors and a home for anyone seeking a sense of community and a high quality of life.



## GOVERNANCE

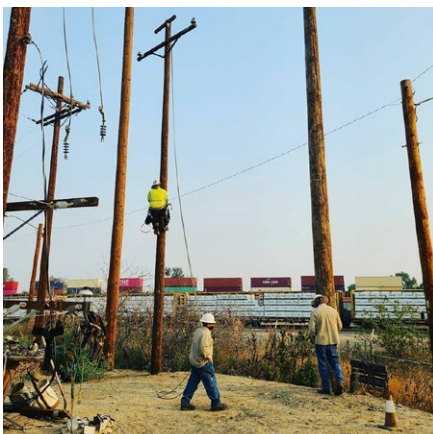
The City of Colton is a general law city operating under the Council – City Manager form of government. There are six city councilmembers elected by district with an at-large mayor, all serving four-year staggered terms. Advising the City Council are a number of appointed citizen commissions and boards. Other elected officials include the City Clerk and The City Treasurer. The Fiscal Year 2020-2021 citywide budget is \$175.5 million.

## THE POSITION

Under the administrative direction of the City Manager, the Public Works & Utility Services Director (PWUSD) plans, manages, oversees and directs the operations and services of the Public Works and Utility Services Department which includes the Engineering, Public Works, Water, Wastewater and Electric divisions, and related capital improvement programs; oversees operations, work plans, and departmental budget. The PWUSD coordinates department activities with other City departments, officials and outside agencies; and provides complex staff support to the City Manager. This position manages a department of 120 employees.

### Essential Functions include but are not limited to the following:

- » Plan, assign, direct and exercise administrative supervision over all Public Works and Utility Services Department activities and services including activities associated with the streets, buildings, parks, equipment maintenance and engineering services, as well as the City's water, wastewater and electric operations.
- » Develop, implement, and maintain short- and long-term department goals, objectives, policies and priorities to meet the growing needs of the service areas; ensure that established goals, priorities, energy requirements, and Resources Plan are achieved.
- » Direct the selection, training, and evaluation programs for all department personnel; ensure that necessary staff training is given and received; provide departmental leadership consistent with the unique attributes of the City.





- » Manage and coordinate the development of the department budget; monitor and approve expenditures; advise appropriate department personnel on budget matters; make adjustments to the budget as necessary.
- » Oversee all major construction, operation and maintenance activities within the department, direct capital improvement projects.
- » Conduct special studies on rates; develop and present recommendations for changes in rate and fee structures; direct the coordination of customer billing activities with the City Finance Department.
- » Administer the National Pollutant Discharge Elimination System (NPDES) Stormwater Program; ensure that federal and state regulations regarding water quality and wastewater discharge are met.
- » Monitor developments in the water and wastewater operations and maintenance field and techniques and evaluate the impact on City services.
- » Serve as a technical advisor to the City Manager, City Council and department heads concerning public facilities, capital improvement projects, water and wastewater operations, utility programs, and energy contracts.
- » Represent the City in meetings with representatives of governmental and regulatory agencies, developers, contractors, and business groups; attend and participate in community meetings, as necessary.

## **THE IDEAL CANDIDATE**

The ideal candidate is a strong leader and effective communicator who possesses broad experience in public works. As the position interacts with many and varied internal and external stakeholders including commissions and interest groups, exceptional interpersonal skills are required. A background leading a complex department with extensive capital programs and contracts is required, as well as a proven history and the ability to effectively implement projects and supervise staff with a fair and positive management style; a flexible and creative approach to working with Public Works and Utilities' multiple customers in coming up with the best possible solutions. The ideal candidate will possess a passion for public service, a talent in change management and creating an environment of teamwork, departmental and staff development, and high performance.

### **Characteristics**

The new Director will need to have the ability to work collaboratively within the City and with other local, state, and federal agencies. This will require the ability to be dynamic, open to new ideas, offer practical solutions, and follow through on projects to completion. While broad knowledge and skills covering all major areas of public works is assumed, the issues and priorities facing the City of Colton demands the following key attributes:

- » A solid leader and role model with a positive presence; demonstrates initiative, is action-oriented, exercises good judgment, treats others with respect, and is open, approachable, and responsive.
- » An active problem solver who anticipates and responds to problems in a timely manner, develops alternative solutions, and can bring resolution to issues quickly, while involving others.
- » A relationship builder who cultivates productive relationships with the Executive Team, elected officials, employees, organized labor, external agencies, and the public.
- » A leader who can build trust through honesty and integrity.
- » Excellent written, verbal, and interpersonal communication skills with a proven ability to successfully communicate highly technical issues to a lay audience.
- » Occupational hazards and standard safety practices, including working underground and the handling of hazardous chemicals.

## QUALIFICATIONS

- » A Bachelor's degree from an accredited college or university in civil engineering, public administration or a related field is required. An appropriate combination of work experience and education may be considered.
- » A Master's degree is desirable.
- » Seven (7) years of progressively responsible public works and/or utilities experience.
- » Additional certifications such as CA Water Treatment Plant Operator T-5 and California Water Distribution D-5 are a plus.

## SALARY AND BENEFITS

The annual salary for the Public Works & Utility Services Director is **\$161,295 - \$181,095**. Actual offer is based on qualifications including education and experience.

In addition to a competitive salary, the City offers an excellent benefits package that includes:

- » Up to 80 hours per year of vacation accrued for 0 – 5 years of service
- » Up to 96 hours of sick leave (8 hours accrued monthly)
- » 80 hours of administrative leave (per fiscal year)
- » 12 paid holidays (per calendar year)
- » 20 floating holiday hours (per fiscal year)
- » CalPERS Retirement: For those employees who are new to the California Public Employees' Retirement System (CalPERS), the retirement formula is 2.0% @ 62. Per Executive Benefits Resolution, for "classic" members of the CalPERS system, the retirement formula is 2.5% @ 55. Classic members are responsible for paying a contribution of 8%, PEPRAs members have a different contribution amount governed by PERS law, currently 6.25%.
- » CalPERS 4th Level 1959 Survivor Benefit
- » \$1,100 monthly Cafeteria health allowance for medical, dental, and vision city plans for you and your qualified dependent(s) effective the first of the month following your date of hire
- » Employees hired on or after October 1, 2017, shall have a maximum cap of \$500 for cash in-lieu or for the difference between the medical insurance premium and the cafeteria dollar amount
- » City paid long term disability insurance coverage
- » City paid term life insurance coverage in the amount of \$100,000
- » City does not participate in the Social Security System
- » Tuition Reimbursement - up to \$5,000 per fiscal year
- » 4/10 workweek (M-Th)

## APPLICATION PROCESS AND RECRUITMENT

**The final filing date for this position is Monday, November 23, 2020.**

To be considered, please submit your cover letter with résumé, and a list of six professional references (who will not be contacted in the early stages of the recruitment). Résumés should reflect years and months of positions held, as well as the size of the previous organization you have managed or administered. Submit your materials to:

<https://executivesearch.cpsr.us/JobDetail?ID=1700>



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Résumés will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CPS HR Consulting will report the results to the City. The most qualified candidates, as determined by the screening process, will be invited to participate in interviews with the City. Extensive reference and background checks will be completed on the selected candidate. For additional information about this position please contact Frank Rojas.