

# Director of Public Works



## THE COUNTY

Located in the heart of Southern California, San Bernardino County is home to over two million residents. We thrive on the diversity of our communities, where families enjoy affordable housing, excellent K-12 schools and easy access to community resources such as hospitals, libraries, parks and airports. The County offers a variety of “live, work, play” lifestyle options, short commutes, a safe, clean and healthy environment, access to a variety of retail and entertainment choices, and cultural and educational enrichment opportunities through museums, theater and local universities such as California State University San Bernardino, University of Redlands, and California Baptist University. Our natural geography, with snowcapped mountains, flowering deserts, crystal lakes and pristine valleys, and ideal Southern California climate allow our residents to enjoy a variety of outdoor activities such as hiking, boating, and skiing year-round. Adjacent to Los Angeles and Orange Counties, we are but a short drive away from Southern California’s premier beaches, resort destinations, and major metropolitan centers. As an employer, the County of San Bernardino strives to provide its employees work life balance, where in addition to excellent career opportunities, a supportive work environment, and lucrative compensation and benefits, they are able to enjoy all our County has to offer.



## COUNTY GOVERNANCE

The County is governed by a full time, five member Board of Supervisors, who, working through the County CEO and administrative staff, are committed to sustaining a vision of a “complete county that capitalizes on the diversity of its people, its geography, and its economy to create a broad range of choices for its residents in how they live, work, and play.” The Human Resources Department is tasked with attracting, engaging and retaining the workforce that will realize this Vision for our County. Through innovative human resources programs, the department strives to achieve a work life balance for current and prospective employees, making our County an Employer of Choice.

To learn more about the County: [www.sbcounty.gov/CAO](http://www.sbcounty.gov/CAO)

The vision statement can be found here: <http://cms.sbcounty.gov/cao-vision/home.aspx>



## THE DEPARTMENT

The County has operated a road system for over 100 years, and a flood protection system for over 75 years. In 2000, the Department of Public Works was established by bringing together Transportation, Flood Control, Solid Waste, the Surveyor and a fiscal and support services division under one departmental structure. Primary responsibilities of Public Works include operating and maintaining approximately 2,550 miles of County roads, administering special transportation projects, overseeing subdivision maps, recording surveys through the Surveyor’s Office, operating the County’s solid waste system, and maintaining a very extensive system of flood control and water conservation facilities.

**Solid Waste Management:** Solid Waste Management Division is responsible for the operation and management of the solid waste disposal system for the largest county in the United States. The disposal system consists of five regional landfills and nine transfer stations. Additionally, the division administers the County’s Solid Waste Franchise Program with 20 Franchise Areas and the refuse collection permit program which authorizes and regulates trash collection by private haulers in the Unincorporated Areas. Our goal is to provide efficient waste disposal sites to service the needs of our County. Evolving law/compliance statutes such as CA SB 833 requires new solutions and strategies to meet mandates in how to deliver food handling, recyclable, emergency response, landfill, etc., requirements given increasing costs and limited resources.

**Transportation:** This division maintains and has oversight of over 2,500 miles of roadways in a 20,000 square-mile area in the County. Routine maintenance activities of the Department include: patching and crack filling of approximately 6,000 lane miles of asphalt pavement; grading of 421 miles of unpaved roads; shoulder maintenance; plowing snow on approximately 450 miles of mountain roads; and traffic signal maintenance at 50 intersections. This requires building cooperative efforts with other public agencies; such efforts are cities within the County, special districts, federal, state, regional agencies, and utility companies.

**Flood Control:** Functions of this District include an extensive system of facilities; including dams, conservation basins, channels, and storm drains. The purpose of these facilities is to intercept and convey flood flows through and away from the major developed areas of the County. The primary functions are Flood protection on major streams, water conservation, and storm drain construction.

**County Surveyor:** The function of the County Surveyor is to review subdivision maps as prescribed by state law, prepare legal descriptions and maps for other county departments, assist the public in matters relating to land boundaries, and ensure that sound surveying is used in the preparation of maps and plans for project development within the County. The Surveyor ensures these maps and plans conform to the conditions of approval, local ordinances, standards for development, and state laws. Field crews perform boundary and construction surveys for other county departments and are responsible for perpetuation of controlling survey monuments.



## *The Department of Public Works Mission Statement*

*To enhance the quality of life for our diverse communities by developing and maintaining public infrastructure and providing a variety of municipal services that complements our natural resources and environment.*

**The Director of Public Works will model and promote the Department's core values**, which will allow us to have a positive IMPACT on the citizens of our diverse community: **Integrity, Mutual Respect, Public Safety, Accountability, Customer Service, and Teamwork.**

To learn more about the Department of Public Works, go to:  
<http://cms.sbcounty.gov/dpw/Home.aspx>



## THE POSITION

The Director of Public Works plans, organizes, and administers the activities of the Department of Public Works, including Transportation, Flood Control, Surveyor, and Solid Waste Management. This position manages seven direct reports with an overall staff of 657 full-time employees, and reports to the Deputy Executive Officer of the Development Services Group. The department budget is approximately \$430 million. This Director will also be involved in Emergency Operations so must have the ability to act quickly and decisively. The ideal candidate should be current in California compliance and regulatory requirements such as air quality, water regulations, endangered species, landfills, and other environmental issues.

## THE IDEAL CANDIDATE

The ideal candidate will be an excellent communicator with a strong work ethic and excellent customer service skills with a passion for public service and community. Strong interpersonal skills will be necessary to build solid relationships with County leadership, partnering agencies, and other key stakeholders. The successful candidate will have a commitment to staff and leadership development, building interdepartmental relations, and having a sincere desire to build a thriving community through innovation in public works, fiscal responsibility, and environmental stewardship. A collaborative leadership style and humility will work best in this professional and skilled department, as will a strategic manager who understands the effectiveness of being a team player and leading from the front. This position requires a results-oriented, problem solver who has political acumen and is able to build trust, confidence, and credibility while working on policy and key program initiatives. The successful incumbent will maintain a departmental culture where employees will thrive in an environment of practical process improvement and enterprise solutions, open and honest communication, and working together creatively.

## QUALIFICATIONS

- Bachelor Degree in Civil Engineering, Business Administration, or a related field.
- Five (5) + years of experience in the administration and management of professional engineering or construction activities, preferably in a county, state, or municipal setting.
- Special consideration will be given to candidates who are licensed Civil Engineers in the State of California.
- Candidates must have demonstrated leadership skills, in-depth knowledge of government programs at the federal, state and local levels, and possess the ability to manage large, complex organizations.



## SALARY AND BENEFITS

The salary range for this position is \$162,698 - \$221,749. Actual offer is dependent on qualifications.

The Exempt Salary and Benefits Package for Director of Public Works is valued up to approximately \$293,898 annually and includes:

### RETIREMENT BENEFITS

- County pension - vested after 5 years\*
- Retirement Reciprocity with CalPERS, CalSTRS, and 1937 Act plans\*
- Eligible to participate in 401(k) Defined Contribution Plan with County contribution of two (2) times employee contribution, up to 8% of base salary (up to \$17,740 annually)
- Eligible to participate in the 457(b) Deferred Compensation Plan with County contribution of 1 times employee contribution, up to 1% of base salary (up to \$2,217 annually)
- County contributes (of the bi-weekly base salary) 1% after 5 years, 1.75% after 10 years, then 2.75% after 16 years to the Retirement Medical Trust

### HEALTH BENEFITS

- County-paid medical and dental premium subsidies (up to \$14,024 annually) to offset the cost of insurance premium for employee + 2 or more dependents
- County-paid vision coverage for employee and eligible dependents
- Eligible to participate in Flexible Spending Account with County match (up to \$1,040 annually)

### PAID TIME OFF

- Vacation leave - two (2) weeks annually increasing to four (4) weeks annually after nine (9) years of service with cash out option
- Administrative leave - 80 hours annually with cash out option
- Sick leave - 12 days annually (unlimited accrual)
- Holidays - 14 days annually (13 fixed, 1 floating)

### MISCELLANEOUS BENEFITS

- Automobile allowance - \$14,600 annually
- Phone allowance - \$2,400 annually
- Tuition reimbursement - \$1,000 per fiscal year
- Health club membership - up to \$324 annually
- County-paid Term Life Insurance - \$50,000
- Voluntary life and AD&D Insurance (optional employee and/or dependent coverage)
- Variable Group Universal Life Insurance - pays 50% of premium cost for policy equal to 1 times annual base salary or 100% of the premium for 1/2 times the annual base salary
- Short term disability - pays 55% of salary up to \$1,785 weekly
- Long term disability - pays 60% up to \$10,000 monthly
- Dependent care assistance eligible
- Relocation assistance eligible

\*Based on Tier 2 plan. Visit [www.sbccera.org](http://www.sbccera.org) for more information on Tier 1 eligibility.



## APPLICATION AND SELECTION PROCEDURE

**This position is open until filled.** To be considered for this exceptional career opportunity, submit your résumé, cover letter, and a list of five work-related references, as well as the size of staff and budget you have managed. Résumé should reflect years **and** months of employment, beginning/ending dates as well as relevant work experience. Please apply directly at:

<https://executivesearch.cpsshr.us/JobDetail?ID=502>



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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 San Bernardino County. The County will then select candidates to be interviewed by a panel. A final interview process may be scheduled for selected candidates along with extensive reference and background checks. For additional information about this position please contact Frank Rojas.