



Deputy Director of Public Works

We're Improving Our Infrastructure!

THE COMMUNITY

The City of San Mateo (pop. 104,570) is the second-largest municipality in San Mateo County, located on the San Francisco Peninsula. It covers 14.6 square miles from the San Francisco Bay to the east and a range of coast mountains to the west. This culturally and economically diverse community offers an extraordinary quality of life characterized by safe neighborhoods, quality city services and assets, friendly people, and ideal location.

San Mateo's scenic landscape includes 35 parks (including the City's signature Central Park and Japanese Garden), six recreation centers, three libraries, and an 18-hole golf course. Broad recreational programming appeals to residents of all ages and interests and the City's popular special events are long-standing traditions that draw thousands of participants, build community, and provide easily accessible family-friendly fun. The City's increasingly vibrant and walkable downtown area continues to attract a wide array of small-to-medium sized businesses, some of which, according to community members, include many of the best dining options in the Bay Area. The City has also become an increasingly popular destination for small-to-midsize tech start-ups.

A center of commercial and residential activity in the Silicon Valley, San Mateo's desirable location provides direct access to interstate highways, rail lines, a transbay bridge, public transit routes, and the San Francisco International Airport. The Transit Center is a downtown multimodal transportation hub allowing people to board Caltrain to travel to destinations as far north as San Francisco and as far south as Gilroy. Additionally, this hub provides access to various bus connections to numerous local destinations.

The community is further served by excellent schools, a community college, two major medical centers and two major regional shopping centers. As with other communities in the Silicon Valley, San Mateo is currently experiencing significant growth and the challenges attached to that, including increased traffic and the need for more affordable housing. The City works diligently to plan growth carefully, with elected officials working together with community stakeholders to strategically support quality development that maintains the City's exceptional quality of life.

To learn more, visit
<https://www.cityofsanmateo.org/>



CITY GOVERNMENT

A charter city, San Mateo has a Council-Manager form of government with a five-member Council elected at large. Council members are limited to three consecutive terms, and the Mayor rotates annually among all Council Members. San Mateo has a total FY2020-21 operating budget of \$194.9 million (\$129 million General Fund) and a \$67.4 million Capital Improvement Program for the same time period. The City provides a range of municipal services, including police protection, planning, building, parks and recreation, sewer, street maintenance, engineering, public infrastructure operation and maintenance, library, and general administrative services. The City is a member of San Mateo Consolidated Fire, a joint powers authority, which provides fire prevention, fire suppression, and emergency medical response within the City. Water is provided to City residents by California Water Service, a private company; the City owns, operates, and maintains wastewater treatment facilities.

The City has long been considered a progressive organization characterized by mutually respectful and civil relationships between the Council and staff. Mutually respectful and civil interactions between the public, City staff and Council are also the norm. Over 700 staff members subscribe to clearly articulated organizational principles that emphasize the importance of accountability, working as one team and striving for constant improvement. San Mateo has a stable economic base projected to grow even stronger, and current development activities are designed to further enhance the City's long-term financial viability. The municipality has benefitted from a steady history of leadership having just four city managers over the last 30 years.



Department Mission Statement

Enhancing the community and its environment by providing sustainable stewardship and innovative approaches to Public Works services

THE PUBLIC WORKS DEPARTMENT

The Public Works Department operates under a two-section model for optimal performance and integration - Environmental Services and Engineering Services. The two Sections work together to meet the needs of the community.

The Environmental Services Section oversees the City's \$1 billion Clean Water Program, provides stewardship of the City's wastewater treatment plant as well as streets, traffic control, sanitary sewer and storm systems, and data management. The Engineering Services Section provides design and construction management services to improve the City's storm drain systems, streets, and facilities. This Section also provides services for traffic engineering; transportation planning and parking management; stewardship of the City's fleet, buildings, park facilities, and solid waste collection; and regulatory compliance. The two Sections are further divided into various Divisions, each structured to manage specific services. The Department is supported by 149.91 full-time-equivalents and a FY2020-21 budget of \$42.3M for general operating and a capital budget of \$67.4M.

Environmental Services: The Environmental Services Section is comprised of four main Divisions, including the (1) Wastewater Treatment Plant, (2) Clean Water Program, (3) Field Maintenance programs, and (4) Data Management, each with multiple subprograms to provide specific services for the community.

Engineering Services: The Engineering Services Section consists of four main Divisions, including (1) Engineering, (2) Fleet and Facilities, (3) Regulatory Compliance and (4) Transportation (including Traffic Engineering, Right-of-Way /Private Development, and Transportation Planning).

The Public Works Department consists of a group of highly motivated individuals who are dedicated in continually striving to meet the needs of the San Mateo community in its pursuit for quality of life. This is an opportunity to join the department leadership team who work collaboratively to promote the City's High Performing Orientation initiative.

Demands upon the Public Works Department continue to evolve and change in responding to increasing regulatory demands while managing aging infrastructure and facilities. Public Works efforts are more complex than ever, requiring increased coordination within the City, with City residents and businesses, and with surrounding communities and outside agencies. The Department's high-quality staff is positioned to respond to these evolving challenges while providing long-term perspective effectively and efficiently. The Deputy Director will provide critical team leadership in assuring that the various services, goals, projects, and initiatives meet the high-performance standards of the Department and City.

Collaboration, Innovation, Respect, Creativity, Transparency and Informed Risk-taking are attributes within the City's mission, values and organizational principles and the characteristics sought in the next Deputy Director of Public Works.

THE POSITION – DEPUTY DIRECTOR, ENVIRONMENTAL SERVICES

Receiving general direction from the Director of Public Works, the Deputy Director of Public Works exercises direct supervision over management, supervisory, professional, technical, and administrative support staff and is responsible for directing and managing all programs within the Environmental Services section including wastewater treatment plant operations and maintenance; sanitary sewer and stormwater conveyance and pump system maintenance; and field maintenance for streets and traffic control devices and equipment. This position manages four direct reports, overseeing a group of 78.

A major project that this position will oversee is the Clean Water Program, which is a joint effort between the City of San Mateo and City of Foster City/Estero Municipal Improvement District (EMID), a partial owner of the Wastewater Treatment Plant. This 10-year capital infrastructure improvement program will repair, replace, and upgrade aging sewage conveyance and wastewater treatment infrastructure. The wastewater system serves approximately 170,000 residents in San Mateo, Foster City, Crystal Springs County Sanitation District, and portions of Hillsborough, Belmont, and San Mateo County.

In an effort to protect the bay for a sustainable future, the Deputy Director will strive to implement the following goals as set forth in the Clean Water Program:

- » Replace aging infrastructure and facilities
- » Build wet weather sewer system capacity assurance to prevent overflows
- » Meet current and future regulatory requirements
- » Align with the City of San Mateo and Foster City's sustainability goals

For more information on the Clean Water Program visit:
<https://cleanwaterprogramsanmateo.org/>

Essential duties include but are not limited to:

- » Plan, direct, coordinate and review the work plan for the division; meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- » Provide responsible staff assistance to the Director of Public Works; prepare and present staff reports and other necessary correspondence.
- » Respond to and resolve difficult and sensitive inquiries and complaints.
- » Prepare a variety of budgets, reports, correspondence and special studies.





- » Manage the development and implementation of goals, objectives, policies, projects and priorities for assigned regulatory and environmental services and programs including wastewater treatment, conveyance system and pump maintenance, storm drains, regulatory compliance, laboratory management, solid waste and recycling, and streets and traffic equipment and device maintenance; recommend, within Departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.
- » Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Director of Public Works; direct the implementation of improvements.
- » Manage and participate in the development and administration of the Environmental Services Section annual budget and capital improvement budgets; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.
- » Serve as a liaison for the Environmental Services Section with other City departments, divisions, and outside agencies; negotiate and resolve significant and controversial issues.
- » Serve as the subject matter expert representing the City in all claims, lawsuits and disputes related to wastewater conveyance, treatment or discharge.
- » Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Environmental Services Section programs, policies, and procedures.
- » Attend and participate in meetings and conferences with City boards and commissions, council, City administrators, public officials, professional organizations, contractors, County, Regional and State regulatory agencies regarding matters relating to areas of assigned responsibilities.

THE IDEAL CANDIDATE

The ideal candidate will be an effective communicator able to quickly earn the respect of colleagues and subordinates through a leadership style of collaboration, supportive mentorship, and integrity. The successful candidate will be adept at creating a positive team environment and possess the ability to facilitate change with positive results for the organization and employees alike. Active

listeners who encourage open, transparent communication and the sharing of new perspectives will find success in this role. Those who have fostered successful recruitment strategies and the retention of qualified, dedicated staff will be considered favorably.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- » Operational characteristics, services and activities of environmental services, wastewater treatment, conveyance systems and maintenance, and streets and traffic maintenance.
- » Modern and complex principles and practices of program development and administration.
- » Geographic Information Systems (GIS), Computerized Maintenance Management Systems (CMMS) and Asset Management.
- » Advanced principles and practices of budget preparation and administration.
- » Principles of supervision, training and performance evaluation.
- » Principles and practices of project management.
- » Pertinent Federal, State, and local laws, codes and regulations.
- » Safe driving principles and practices.

Ability to:

- » Provide administrative and professional leadership and direction for the assigned Division.
- » Recommend and implement goals, objectives and practices for the assigned division's programs and services.
- » Manage, direct and coordinate the work of management, supervisory, professional, technical and administrative support personnel.
- » Select, supervise, train and evaluate staff.
- » Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of assigned division's goals and objectives.
- » Research, analyze, and evaluate new public works service delivery methods, procedures, and techniques.
- » Prepare and administer budgets.
- » Prepare clear and concise administrative reports.
- » Interpret and apply the policies, procedures, laws, codes and regulations pertaining to the assigned division's programs and functions.

- » Communicate clearly and concisely, both orally and in writing.
- » Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

QUALIFICATIONS

Experience:

- » Eight years of responsible public works experience including four years of management and supervisory experience.

Training:

- » Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering, environmental services or a related field. A Master's degree is desirable.

License or Certificate:

- » Possession of, or ability to obtain, a valid California driver's license.
- » License to practice as a Professional Civil Engineer within the State of California is required
- » Possession of a Grade V Wastewater Treatment Plant Operator Certificate issued by the State of California is desirable.

COMPENSATION AND BENEFITS

The annual salary for this position is \$174,893 - \$192,819.

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

- » Comprehensive benefits package including generous paid leave and health benefits.
- » CalPERS retirement at 2%@55 with single highest year compensation for "classic" members hired before December 9, 2012, 2%@55 with 3-year average final compensation for "classic" members hired on or after December 9, 2012, and 2%@62 with 3-year average final comp for "new" members hired on or after January 1, 2013.
- » City contributes 0.5% and matches up to 2% to Deferred Compensation Plan. Employee & City pay into Social Security.
- » A choice of plans with City paid premium of up to 100% for individual Kaiser coverage, and up to 90% for two-party and family Kaiser coverage, or \$160 per month if waived.
- » City paid premiums for Dental, Vision, and Life Insurance.
- » Monthly \$300 automobile allowance upon Department Head recommendation and City Manager approval.
- » Bilingual Differential: \$195 monthly (if applicable)
- » 20 – 25 working days annual vacation earned, depending on length of service in government.
- » 13 days paid holidays per year (includes 3 floating holidays) earned.
- » 12 sick days per year earned: 48 hours of executive leave per year.
- » Credit Union, Employee Assistance Program, and Free Fitness classes through City of San Mateo Parks and Recreation programs

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date for this position is Friday, May 21, 2021. To be considered, please submit your cover letter with resume, and a list of six professional references (two supervisors, two direct reports and two colleagues, who will not be contacted in the early stages of the recruitment). Resumes should reflect years and months of positions held, as well as the size of the previous department you have managed or administered. To review more information on the position, and to submit your materials visit: <https://www.cpshr.us/recruitment/1778>.

For additional information about this position please contact:

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Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant in late-May. A limited number of the most highly qualified applicants will be invited to participate in the oral board panel interviews in mid-June. An eligible list will be established from those who pass the oral board panel interviews. Current and future vacancies may be filled from this list which will remain in effect for six months, unless exhausted sooner. Once placed on an eligible list, and at the time a vacancy needs to be filled, eligible candidates may be contacted to interview with the Director. Media checks will be performed on all screened candidates, and a comprehensive reference and background check will be performed on final candidates.

