



Public Works Director

Engineering





THE CITY

The City of Chico is ideally located in the Northern Sacramento Valley of California, ninety miles north of Sacramento. Founded in 1860 and incorporated in 1872, the City has grown to over 34 square miles with a population of 112,000 in the incorporated area. Chico is home to a variety of medical, retail, financial, and agricultural services within the North State. Chico has become known as a well-managed city that values quality infrastructure and services and maintains a special sense of community and small-town living as it has developed into a vibrant regional center for business, recreation, and cultural activities. Residents pride themselves on preserving local heritage and natural resources, with an emphasis on sustainability. There are many recreational opportunities in and around Chico. Bidwell Park, one of the largest municipally owned parks in the nation (3,670 acres), is the focal point of the City's park system and offers numerous trails for biking, hiking, and equestrian use. Other recreational and scenic opportunities easily accessible from Chico include the Sacramento River; lakes Oroville, Almanor, and Shasta; the Sierra Nevada Mountains; Lassen Volcanic National Park; Mount Shasta; and various ski areas. The City is conveniently located within three hours driving distance to the San Francisco Bay Area and Lake Tahoe regions. Additionally, Chico's historic downtown provides many age groups with choices for entertainment, shopping, and dining.

Large local agencies, such as California State University Chico, Butte Community College, Enloe Hospital, Sierra Nevada Brewery, and Build.com have been a significant influence on the region, providing key employment and economic opportunities. Housing options are abundant and varied in type, offering family-oriented neighborhoods with tree-lined streets and quality schools. Chico is a wonderful place to raise a family, an ideal location for businesses, and a premier place to live within northern California.

CITY GOVERNANCE

The City of Chico is a Charter City and operates under the council-manager form of government. The Council is composed of seven Council Members elected by district for four-year staggered terms. After each biennial November election, the Council selects a Mayor and Vice-Mayor to serve two-year terms.

The City of Chico is a full-service city, including police and fire, with a total of 422 employees. The City Council appoints the City Manager, City Clerk, and the City Attorney who serve at the pleasure of the Council. All other departments are under the authority of the City Manager as the chief executive of the City.

Mission Statement:

The City of Chico's mission is to protect and enhance our community's quality of life for present and future generations.

THE PUBLIC WORKS ENGINEERING DEPARTMENT

Public Works builds, manages, and protects the City's largest asset, public infrastructure, for the use and enjoyment of our Chico community. The Public Works Engineering Department consists of Traffic, Development, Sanitary Sewer, Storm Water and Capital Project Engineering Divisions.

Traffic Engineering: The Traffic Engineering Division is responsible for transportation and traffic safety planning, as well as bicycle/pedestrian related projects. Activities include reviewing capital and development projects for traffic safety, bicycle and pedestrian impacts, preparing grant applications, conducting traffic modeling studies, and other transportation-related projects.

Development Engineering: The Development Engineering Division conducts the engineering review component of the City's development process to ensure compliance with the Chico Municipal Code and accepted engineering standards and practices related to processing subdivision maps.

Sewer & Storm Drain Engineering: The Sewer Engineering Division is responsible for engineering the sewer and storm water collection system. The Storm Water Engineering Division is responsible for coordinating and implementing the City's Storm Water Management Program, a comprehensive program required under the National Pollutant Discharge Elimination System (NPDES); Storm Water Regulations (Phase II MS4 permit) regulated by the State Water Resources Quality Control Board (SWRQCB).

Capital Projects: The City's Capital Improvements Projects program continues its aggressive efforts to keep up with the needs of our growing community. Funding for these projects comes from a variety of developer impact fees, State and Federal grant funds, and the State's gasoline tax.

To learn more about the Public Works Engineering Department, go to: <https://chico.ca.us/engineering>

THE POSITION

Under *limited* direction of the City Manager, the Public Works Engineering Director develops, implements, and directs programs and services related to Capital Projects, Traffic Engineering, Utility Engineering and Development Engineering. The Director reviews and evaluates service delivery methods and systems, provides technical assistance and reports to the City Manager, City Council, appropriate Boards and Commissions, as well as community groups; prepares and monitors program budgets, and oversees, develops, and leads a staff of professionals, technical experts, and trades personnel, including represented staff. This includes developing and implementing City standards and administering the City's capital improvements with assistance from community development, managing all public works engineering activities including all phases of environmental, design, surveying and inspection; planning, directing, overseeing real property acquisitions, and managing transportation and traffic engineering activities with a clear vision aligned with the overall mission of the City. This position may also serve as the City Engineer.

Immediate priorities include addressing development services, wastewater and sewer infrastructure, and essential pavement improvement needs. The Department currently has \$100mil in projects. A focus will need to be made in the forecasting of the CIP program beyond the next three years.

THE IDEAL CANDIDATE

The ideal candidate is a strategic, collaborative, and autonomous leader and effective communicator with broad experience in all areas of public works; possessing extensive expertise managing and developing staff, and creating organizational structure and a sense of team and purpose. As the Director interacts with a variety of internal and external stakeholders, exceptional interpersonal skills and political acumen are of the utmost importance. The successful candidate will have a proven track record creating efficiencies, implementing best practices, and removing unnecessary bureaucratic obstacles, while establishing clear procedures and policies, both written and verbally. A background effectively engaging with labor unions and ensuring positive outcomes is critical. The ideal candidate will possess a passion for public service, and someone who recognizes this opportunity to create and establish an effective and efficient administrative infrastructure for long-term success.

Key characteristics and attributes:

- A solid combination of technical and communication skills to advise on problems related to the design and construction of public works systems, the interpretation and enforcement of construction specifications, and the design and operation of traffic systems.
- A supportive leader who creates a cohesive structure and team-oriented working environment.
- An inclusive and positive management style that ensures accountability, responsibility, and encourages discussion and ideas from staff and key stakeholders.
- Good organizational skills with a transparent style of leadership; outward facing who is able to successfully interact and resolve internal issues, as well as resolve difficult citizen inquiries and complaints.
- Flexible and resilient. Able to provide clear goals and expectations, while remaining agile and can adapt to changing priorities.
- The ability to effectively communicate with staff. Remove roadblocks and be willing to allow for project ownership, employee development, and a sense of pride. Able to attract and retain a solid, high performing workforce.
- Stays current in new technologies and legislation.
- Effective at community engagement and follow through. A listener.

QUALIFICATIONS

Any combination of education and experience that has provided the knowledge, skills, and abilities for a Public Works Director. A typical way of obtaining the required qualifications is to possess the equivalent of:

- A Bachelor's Degree in Civil Engineering or a related field.
- A Master's Degree is preferred.
- Seven to ten years of progressively responsible experience in public works engineering and Capital Projects experience with significant municipal administration exposure.
- Five years plus (+) of staff management and supervision.
- Possession of a valid Registered Professional Engineer license with the State of California (the City will allow 12-18 months for the selected candidate to obtain this certification if they do not currently have it).





COMPENSATION AND BENEFITS

The annual salary range for the Public Works Director is up to \$175,000, flexible depending on experience.

► Retirement:

- Retirement benefits through the California Public Employees' Retirement System (CalPERS).
- "Classic" members are covered under the 3% at age 60 formula and "New" members are covered by the 2% at age 62 formula.
- Classic and New Members are required to pay a member contribution to PERS towards their retirement plan. *The City does not participate in Social Security.*

► Leave:

- Paid Administrative Leave of 96 hours per calendar year and annual vacation leave, beginning with an annual accrual 120.12 hours per year.
- Twelve (12) paid holidays per year
- Paid Bereavement Leave
- Paid sick leave with an accrual total of 96 hours per calendar year

► Health & Insurances:

- A choice of four (4) health insurance plans up to 100% paid by the City depending on enrollment choice and automatic enrollment in Carrum Health providing a personally assigned "Care Concierge".
- The City contributes \$66.80 monthly towards dental insurance
- A life insurance policy in an amount equal to one times the employee's annual salary, plus \$1,500 term life insurance for qualifying dependents. In addition, voluntary life insurance policy options also available.

- Short-term disability and long-term disability coverage plan, and vision plan paid for by the City.
- A Flexible Spending Plan and Health Savings Account (HSA) with City contributions towards eligible HSA plans.

► Perquisites:

- ICMA-RC 457 deferred compensation plan. Scholarshare, college savings plan.
- A car allowance of \$400.00 per month
- A cell phone allowance of \$75.00 per month
- A Wellness Program that includes discounts on programs such as Farm Fresh to you, Gym memberships, and more.

APPLICATION AND RECRUITMENT PROCESS

The final filing date is Monday, October 18, 2021.

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to: <https://koffassociates.com/public-works-engineering-director/>. Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed. For additional information, please contact:



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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the executive recruiter. Koff & Associates will report the results to the City. The City will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.