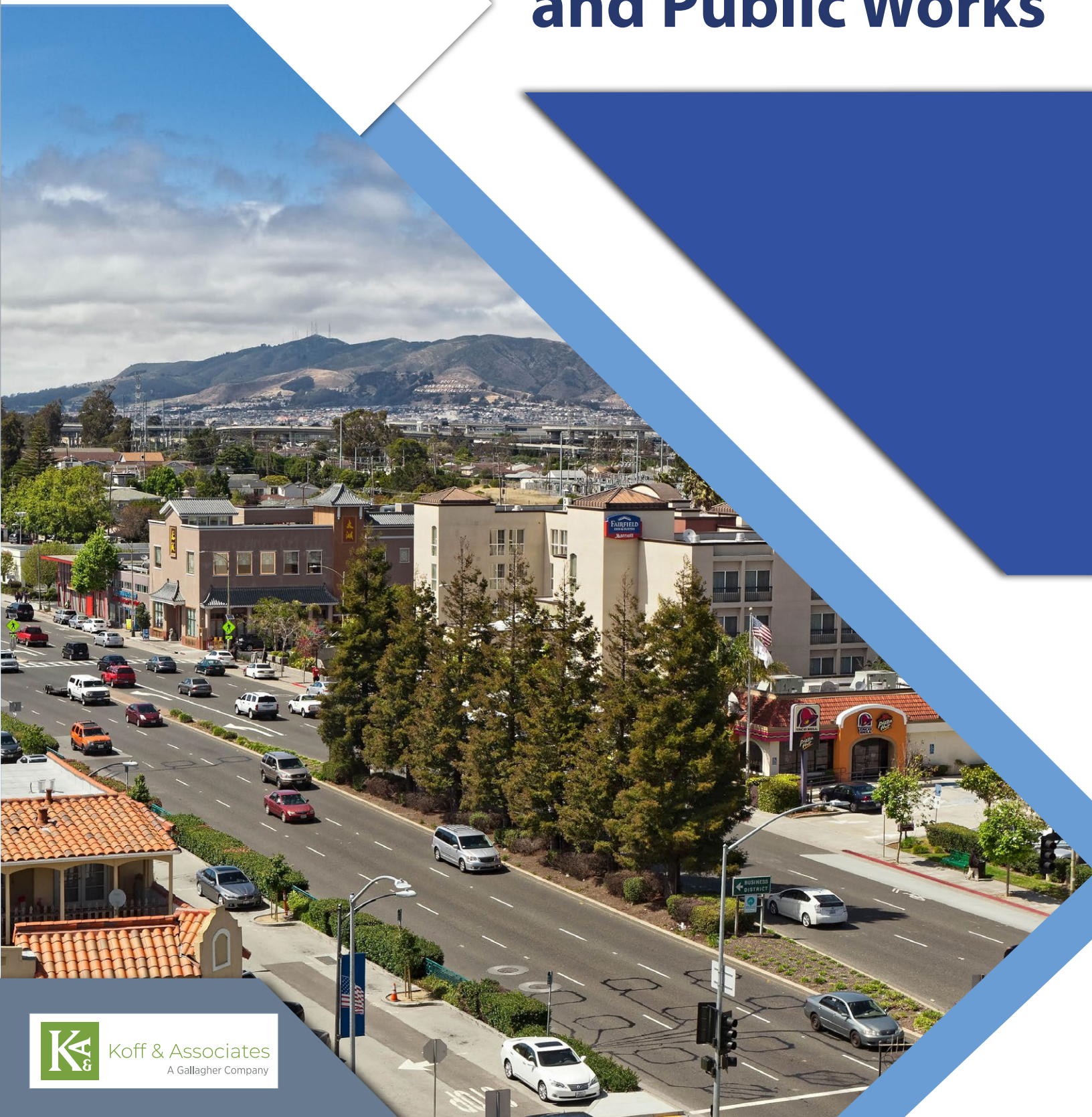




CITY OF MILLBRAE, CALIFORNIA

Director of Engineering and Public Works



Koff & Associates
A Gallagher Company

THE CITY OF MILLBRAE

The City of Millbrae is perfectly situated between San Francisco and Silicon Valley, nestled between the sun-warmed hills that separate the Pacific Ocean from the San Francisco Bay. Serving a highly educated and active resident population of approximately 23,000, the City is located in the heart of San Mateo County. The City serves as a premier transit hub in the Bay Area lying west of the San Francisco International Airport and plays host to the largest intermodal transit station west of the Mississippi serving BART, Caltrain, and Samtrans. Major freeways border both its eastern and western boundaries, making Millbrae easily accessible from all parts of the Bay Area. Many hillside homes enjoy beautiful bay views with well-cared for middleclass neighborhoods, eleven local parks and the Alister MacKenzie designed Green Hills Country Club that add to the charm of the residential community. The City acknowledges the importance of and continually strives towards preserving, enhancing, and managing open spaces, trails and trees. With a highly rated school system and major colleges and universities within driving distance or accessible by public transit, Millbrae is an ideal location to raise a family. Millbrae's economic community is a vital mix of retail, shopping, restaurants, service businesses, hotels and public services. The City retains a small-town ambience while being the major transportation hub of the Bay. The City has adopted the Millbrae Station Area Specific Plan in order to attract hotel, office, retail and housing development to the area around the Millbrae transit station. The Millbrae transit station provides the only Intermodal cross platform rail connection west of the Mississippi. This one of kind multi-modal transit station provides unique opportunities for the dynamic professional planner to lead the continued planning and buildout of the City's envisioned transit village and high-density mixed-use developments. The City continues to implement sustainable programs that will improve the health of the community and environment, and will ensure future generations may live healthy, productive, and comfortable lives.

GOVERNANCE

Millbrae operates as a General Law City, provides for a Council - City Manager form of government, which clearly distinguishes the legislative powers of the City Council from the Administrative powers of the City Manager. The City Council, composed of five members, are the only officials elected directly by the residents of Millbrae. The Council members serve a four-year term, and annually choose a

mayor, and vice mayor from among their members. As the legislative branch of the government, the City Council makes final decisions on all major City matters. The City Council adopts ordinances and resolutions necessary for efficient governmental operations, approves the budget, and acts as a board of appeals. The City Manager, City Attorney and members of the City's boards and commissions are appointed by the City Council. The City Manager administers the daily affairs of the City, carries out City Council policies, and appoints and dismisses all department heads.

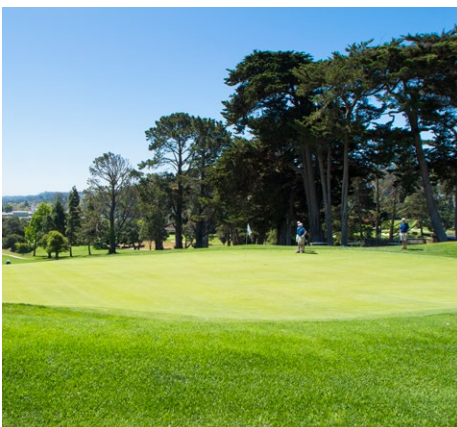
To learn more about the City of Millbrae, go to: <https://www.ci.millbrae.ca.us/>

DEPARTMENT GOALS AND PRIORITIES

The City is experiencing its most robust growth in the City's history in all areas - residential, office - especially bio-tech, and destination retail with much needed improvements to streets, storm drain systems, water and sewer. The City will be commencing with engineering planning and design to convert the sewer treatment to produce recycled water. Project design is funded and the Department just received federal funds from Congresswoman Speier. There is much to do including reconfiguration of El Camino Real to implement the Grand Boulevard vision in the downtown specific plan, urban parking management plan including public parking garages and paid parking implementation. Experience with land development engineering is critical as well as civil engineering design and implementation for all utilities including streets.

THE POSITION

This position reports directly to the City Manager and is a key part of the City's Executive Management Team. The Director of Engineering and Public Works is responsible for overall department leadership and success of both city engineering and public works functions. The Director plans, organizes, implements, and directs the activities of both Engineering and Public Works including all land development project engineering and development review; water, sewer, storm utilities; pollution control plant; streets; and parks. The Director develops, implements, and evaluates department goals, objectives, policies, and procedures and all budget controls. Proven leadership, project success, effective communication and interpersonal skills are also key. This position carries a lot of responsibilities and works within a supportive team environment.





DUTIES AND RESPONSIBILITIES

The duties listed below are illustrative only and are not meant to be a full and exhaustive listing of all the duties and responsibilities of the position.

- Plans, directs, and organizes activities and provides leadership to the Engineering & Public Works Department; develops, plans, and implements department goals and objectives;
- Reviews and evaluates work products, methods, and engineering plans for both CIP and private developments;
- Supervises and participates in the development and administration of the Engineering and Public Works budgets; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitors expenditures; and implements adjustments;
- Works with internal counsel for the update of policies and procedures;
- Presents technical information and recommends action to City Council;
- Represents the department to outside groups and organizations; participates in outside community and professional groups; coordinates activities with internal departmental divisions and external agencies;
- Oversees the operations and activities of assigned divisions and staff;
- Assumes the duties of the Deputy City Manager as assigned; and
- Performs related duties as assigned.

THE IDEAL CANDIDATE

The ideal candidate is a strategic leader and effective communicator who possesses a high level of technical planning proficiency, has a collaborative approach to management, and enjoys mentoring and developing employees in a team-oriented environment. The successful candidate will have a solid foundation of the principles and practices of civil engineering as applied to public works; Federal, State, and local laws and regulations; organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs; budget preparation and administration; principles of supervision and training. The successful

candidate will be a hands-on manager with the demonstrated ability to direct and manage multiple priorities while exercising sound independent judgement. This position interacts with many and varied internal and external stakeholders, thus requires exceptional interpersonal and presentation skills and astute political awareness. This is an excellent opportunity for candidates that like to take initiative, are innovative, driven to get things done and are ready to hit the ground running.

Key Attributes and Characteristics

- Politically savvy, strong technical skills, creative and adaptive.
- Provide leadership and inspire support in the City's efforts to encourage workplace values including integrity, respect, teamwork, performance, excellence, and safety.
- An active problem solver who anticipates and responds to problems in a timely manner and develops alternative solutions.
- Must be creative and solutions-oriented; able to bring innovation to difficult problems or issues.
- Strong communication and interpersonal skills necessary to translate technical concepts to all levels of audience, create and develop positive relationships with staff, organizational leadership, and various stakeholders; someone who is willing to listen and able to build trust.

QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities. A typical way would be:

- Bachelor's degree in civil engineering, or related field. A Master's degree is highly desirable.
- Six (6) years of responsible experience in department director level capacity with a background in public works engineering, land development or a related field.
- A minimum of three (3) years in a management capacity.
- Previous municipal experience is highly desirable.

Licenses: Must possess and maintain a Professional Engineering (Civil) License for California.



COMPENSATION AND BENEFITS

The salary range for the Director of Engineering and Public Works tops out at **\$230,000** annually depending on qualifications.

Management Benefits

Leave accruals

- 10 days (80 hours) national holidays observed per year
- 40 hours Floating holiday leave per year
- 40 hours Management leave per year (80 hours for Department Heads)
- Maximum accumulation of accrued leave is 1,040 hours (6 months)
- 14 hours General leave per month (21 days/year); General leave accrual goes up with years of service

Years of Service	Monthly Accrual Rate for General Leave
1-4 Years	14 hours
5-9 Years	16 hours
10-14 Years	18 hours
15 and above	19.34 hours

Health Coverage

- \$1,848.26/month medical allowance towards CalPERS health plans
- \$572/month cash stipend for opting out of health coverage (proof of health coverage is required)
- Up to \$300/month cash stipend for selecting employee-only or employee+1 coverage
- You are still eligible for Dental and Vision coverage even if you opt out of Health coverage

Dental coverage

- City Paid Ameritas PPO plan through The Standard for employee, spouse, and dependent children up to age 26
- \$2,000 annual maximum for each covered member
- Max Builder benefit

Vision Coverage

- City Paid VSP Choice plan for employee, spouse, and dependent children up to age 26

CalPERS

- CalPERS retirement formula of 2.7% @ 55 for classic members or 2% @ 62 for PEPRAs (new) members
- Employee contribution is 13.5% for classic members or 7.25% for PEPRAs members

Other Benefits

- City paid Life insurance plan; coverage is 2.5 times the annual salary amount up to \$400,000
- City paid AD&D insurance
- City paid Short Term and Long Term Disability insurance
- Deferred Compensation 457 Plans through CalPERS and/or ICMA
- Flexible spending accounts for medical, dependent care, transit, and parking
- Employee Assistance Program
- Additional insurance plans available through Hartford and Aflac

APPLICATION AND RECRUITMENT PROCESS

The final filing date is **Tuesday, July 5, 2022.**

To be considered, please submit a resume, cover letter, and four work related references (who will not be contacted in the early stages of the recruitment) to: <https://koffassociates.com/director-of-engineering-public-works/>

Resumes must reflect months and years for positions held.

For additional information, please contact:



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 Website: <https://koffassociates.com/>

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 consultant. Koff & Associates will report the results to the City. The City will then select candidates who will be invited to participate in City interviews. Extensive reference and background checks will be completed on the selected candidate.

