

# City of Lomita



# Public Works Director





## ABOUT LOMITA

Incorporated in 1964 and located at the base of the Palos Verdes Peninsula in the South Bay of Los Angeles County, the City of Lomita is a close-knit and friendly community made up of young families and small businesses. Lomita is just a short 15 minute drive to the beach in an area known for its wonderful coastal California climate and convenient location in the South Bay.

Lomita boasts a small-town feel that is unique within the Los Angeles metropolitan region. The City is home to six parks and a Railroad Museum dedicated to the era of the steam engine. With a diverse and inclusive population of just over 20,000, Lomita thrives on creating a welcoming home for residents from all backgrounds. The mission of the City of Lomita is to provide a healthy, safe, and friendly small-town community where everyone can successfully live, work, and play.

## ABOUT THE ORGANIZATION

Lomita is a contract city comprised of five departments with a total of 49 full-time staff and 42 part-time staff. The City of Lomita administration, including its department heads, and public employees are under the direction of the City Manager, who reports directly to the five City Council Members elected by the residents. The mayor and mayor pro term positions rotate annually. The City Council recognizes and strongly affirms the council-manager form of government and respects City Council's role relative to the role of the City Manager. The Lomita City Council prides itself on working well together and with City staff to further their vision.

## THE DEPARTMENT

The Public Works Department is responsible for the City's public right of ways, public infrastructure, and capital projects. The divisions include Administration; Engineering; Streets, Trees, and Park Maintenance; and, Water (treatment/distribution). The department staffing includes 23 full-time and 3 part-time positions.

**Engineering:** In addition to day-to day functions, the engineering division's primary focus is the implementation of the CIP program approved by the City Council as part of the FY 24-26 budget. The FY 24-26 budget includes numerous CIP projects for street, water, traffic, sidewalk, school circulation, stormwater and city facilities improvements. The division includes a total of 5 engineering staff.

**Streets, Trees, and Park Maintenance:** The Lomita Arterial/Collector pavement network consists of approximately 3.4 section miles of streets, 1,200,201 SF of AC/PCC pavement that is made up of 20 pavement sections. The Local network consists of approx. 27.8 section miles of streets, 4,625,418 SF of pavement which includes 281 pavement sections. The Alley network consists of approx. 1.3 section miles of streets, 136,791 SF of pavement which includes 23 sections. Within many of these street sections include street trees and median which are maintained by the City. The City boasts six parks with Lomita Park being the main center of activity for many of our recreation programs.

**Water Utility:** The City of Lomita's water service area consists of four (4) pressure zones and covers approximately 2.0 square miles. The City provides water service to approximately 4,660 connections within the City limits through approximately 46 miles of pipelines, two (2) storage reservoirs, and one (1) City-owned pressure reducing station with backup booster pump station.

## THE POSITION

Under administrative direction, oversees, plans, organizes, and directs all functions and activities of the Public Works Department including utilities, civil engineering, maintenance, and capital improvement projects; formulates departmental policies, goals, and directives; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; and performs related work as required.

Receives administrative direction from the City Manager. Exercises direct supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

## Duties and responsibilities include:

Assumes full management responsibility for all Public Works Department programs, services, and activities including water (treatment/distribution), engineering, street/tree/park maintenance, and planning and completion of capital improvement projects.

**Project Management Expertise:** The ideal candidate should have a strong background in project management, particularly in capital improvement projects. The ideal candidate should possess extensive knowledge of the California Public Works Code for bidding projects and have a firm understanding of moving a project along from design through construction. They should be skilled at developing project plans, setting realistic timelines, and effectively managing resources to ensure projects are completed on time and within budget. Experience with working in an agency with a Water Utility, while not required, is a bonus.

## Key Qualifications:

**Hands-On Approach:** The candidate should be a hands-on leader who is not afraid to roll up their sleeves and actively participate in the day-to-day operations of the public works department. They should be comfortable working alongside their team, leading by example, and providing guidance and support when needed.

**Results-Oriented:** The ideal candidate should have a proven ability to start and finish projects as quickly as possible without compromising quality. They should possess a strong sense of urgency and be able to motivate their team to meet deadlines and achieve desired outcomes.

**Problem-Solving Skills:** The candidate should be adept at addressing difficult situations and finding innovative solutions to complex problems. They should have a strategic mindset and be able to think critically to overcome obstacles and ensure the smooth execution of projects.

**Strong Communication Skills:** The candidate should possess excellent communication skills, both verbal and written. They should be able to effectively communicate with internal stakeholders, external partners, and the public to ensure transparency and maintain positive relationships.

**Leadership Abilities:** The ideal candidate should have a proven track record of successful leadership, demonstrating the ability to inspire and motivate a diverse team. They should be able to foster a collaborative and inclusive work environment, encouraging teamwork and professional growth among staff members.

**Knowledge of Public Works:** The candidate should have a comprehensive understanding of public works operations, including infrastructure maintenance, construction, and repair. They should be familiar with relevant regulations, codes, and standards, and stay updated on industry best practices.

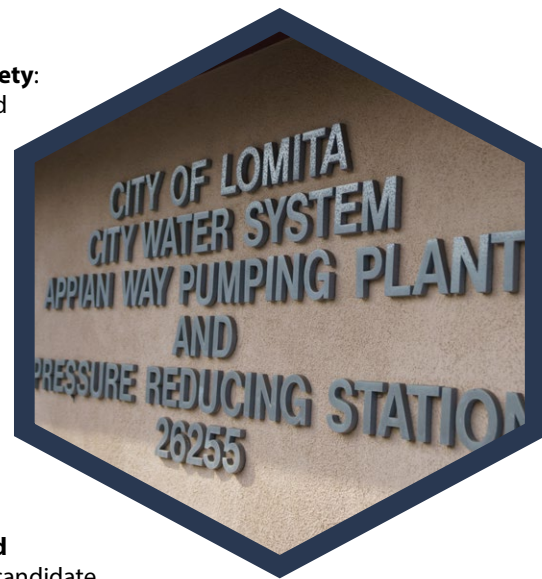
**Budgeting and Financial Management:** The candidate should have experience in budgeting and financial management, ensuring that projects are executed within allocated resources. They should be skilled at analyzing financial data, identifying cost-saving opportunities, and making informed decisions to optimize project outcomes.

## Commitment to Safety:

The candidate should prioritize safety in all aspects of public works operations. They should have a strong understanding of safety protocols and regulations and be dedicated to creating a safe work environment for employees and the public.

## Professionalism and Integrity:

The ideal candidate should demonstrate the highest level of professionalism and integrity in their work. They should be ethical, transparent, and accountable for their actions, fostering trust and credibility within the organization and the community.



## THE IDEAL CANDIDATE

We are seeking a dynamic and proactive Public Works Director who excels in overseeing comprehensive municipal projects from design to completion. The ideal candidate will possess a robust Capital Improvement Project (CIP) manager mindset, including familiarity with the California Public Work Contract Code, with a proven track record of executing projects expeditiously and efficiently. This hands-on leader will not only spearhead projects but also inspire and guide our teams through complex challenges. They will not shy away from addressing challenging situations. They should be a proactive problem-solver with excellent leadership skills and a commitment to delivering high-quality public works services to our community.

## QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

**Education:** Equivalent to a bachelor's degree from an accredited college or university with major coursework in engineering, public administration, or a related field.

**Experience:** Eight (8) years of increasingly responsible managerial or administrative government experience in civil engineering, municipal public works maintenance, or a related field, including three (3) years of management experience.

**Licenses and Certifications:** Possession of a valid California Driver's License, to be maintained throughout employment.

## COMPENSATION & BENEFITS

**The salary range for the Public Works Director position is \$13,598 - \$16,528/month.**

Agreed-upon salary will be dependent upon qualifications and experience. In addition, the City provides an excellent benefits package, which includes the following:

**Retirement** – CalPERS: New PERS Members 2% @ 62, Classic Members 2% @ 60. The City does not participate in social security. Deferred Compensation: Employees may contribute to the City’s 457 plan up to the IRS annual limit.

**Health/Dental/Vision Insurance** – City contributes between \$1,420 and \$1,505 per month towards health, dental, and vision insurance, depending on the number of dependents enrolled. Fifty percent (50%) of any remaining money may be deposited into a Mission Square 457 deferred compensation account.

**Life Insurance** – Long-term disability, short-term disability, and \$50,000 group life insurance Plan provided by the City.

**Employee Assistance Program** – Full-time employees are eligible for participation in the Employee Assistance Program that provides confidential counseling and consultation services for family, stress, financial and legal issues.

**Vacation** – Accrual based on years of service with any public agency up to 240 hours per year.

**Sick Leave** – 108 hours per year (9 hours per month).

**Executive Leave** – 72 hours per year.

**Holidays** – 14.5 days per year (which includes the week between Christmas and New Year’s) plus one personal holiday per year.

**Floating Holiday** – 1 floating holiday per fiscal year.

**Tuition Reimbursement** – Tuition reimbursement up to \$2,000 per fiscal year for courses related to job assignment or when pursuing a degree in a major with potential value to the City.

**Wellness Stipend** – \$150 per year towards wellness-related programs.

**Work Schedule** – 9/80 schedule with every other Friday off.



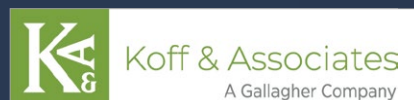
## APPLICATION AND RECRUITMENT PROCESS

**The final filing date is Friday, August 2nd, 2024.**

To be considered, please submit a resume, cover letter, and five work-related references (who will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/lomita-public-works-director/>

Resumes should reflect years and months of positions held, as well as size of past organization(s).



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