



City of El Monte, California

Public Works & Utilities Director





ABOUT THE CITY OF EL MONTE

The City of El Monte is the hub of the San Gabriel Valley, located approximately 12 miles east of downtown Los Angeles, where two major freeways, Interstate 10 and 605, intersect. El Monte offers its residents a mix of housing, employment, and community amenities. With an area of 9.6 square miles and a population of approximately 115,000, El Monte is characterized by an ethnically diverse and dynamic population, which is nearly 70 percent Hispanic and 25 percent Asian.

The community's residents share a growing pride and awareness that El Monte is a great place to live, work, and play. Over its history, the City has established an extensive portfolio of community assets. This includes an emerald necklace of rivers, quality neighborhoods, equestrian areas, and a historic downtown featuring a vibrant community center.

El Monte has established a reputation as one of the area's economic development leaders, with over one billion dollars in private investments under construction, approved or in the review process. This includes the Gateway Center mixed-use project with over 500 residential units and retail space adjacent to the El Monte Transit Center (the largest bus station on the West Coast), the 115,000 square foot Santa Fe Trails Shopping Center, and hotel and multiple mixed-use developments along significant corridors.

Major existing businesses include Longo Toyota (one of the largest auto dealerships in the United States), Home Depot, Sam's Club, and the regional offices of Cathay Bank.

GOVERNANCE

The City was incorporated as a municipality in 1912 as a general law city. The five members of the City Council (including the Mayor) are elected at large, on a nonpartisan basis, and are responsible for overseeing the delivery of local government services. The City Council serves four year staggered terms and the Mayor is elected for a two year term. The City Clerk and City Treasurer are also elected to serve a four-year term. The City of El Monte is a full-service city with approximately 300 full-time employees and 300 part-time employees. The total General Fund budget for 2024-2025 is \$72 million.

THE DEPARTMENT

— Department Operations —

The Public Works Department is comprised of six principal operating divisions: Engineering, Environmental Services, Public Works Maintenance, Transportation Services and Utilities.

Environmental Services

The Environmental Services Division manages solid waste collection, hazardous waste collection, and recycling services provided to the residents and businesses of the City of El Monte. This includes contract management for the private service providers contracted by the city to provide these services, management of a variety of waste and recycling grant programs and providing special outreach and educational programs relating to solid waste and recycling.

Engineering

The Engineering Division manages the design and construction of all capital improvement projects for the City's public infrastructure systems and public buildings/facilities; prepares technical studies/reports; regulates construction activities within the public right-of-way by private entities and utility companies; and maintains infrastructure records. The Engineering Division also works closely with the Community Development Department and Building Division to perform plan review and inspection services of tract/parcel maps for subdivisions and grading and drainage improvements on private property; provides technical support to the Public Works Maintenance Division; and works with neighboring cities and regional agencies whose policies and projects affect the City of El Monte.



Public Works Maintenance

The Public Works Maintenance Division operates and maintains the City's public infrastructure systems and facilities including streets and medians, streetlights and traffic signals, the urban forest, sidewalks and pathways, parks, public buildings, bus stops and shelters, and maintains the hazardous waste collection storage facility. Public Works maintenance crews also help set up and clean up for city-sponsored special and holiday events throughout the year such as the Summer Concerts in the Park, Holiday House, Children's Day Parade, press conferences, etc.

Transportation

The Transportation Services Division manages and operates a variety of public transportation programs serving El Monte's residents and visitors. This includes five El Monte Transit routes, transportation for youth and senior services and events, a Dial-a-Ride program for senior and disabled residents, and a Commuter Shuttle services linking some of the regional transportation services provided by MTA and Metrolink within the city. The division also provides subsidized bus passes for El Monte residents and coordinates services with regional transit providers, and maintains the city's transportation vehicle fleet.

— Utilities Division —

Water

The City Water Division currently owns and operates a water system which encompasses the central business district and parts of the northwestern and southern portions of the City. There are approximately 3,460 active services which serve approximately 22,700 businesses and households. Currently there are six deep wells, one 1,000,000 gallon reservoir and a 200,000 gallon elevated tank utilized to serve this water supply. Revenue to support the Water Fund is exclusively from the sale of water. This Water Division crew monitors the system 24 hours a day, 7 days a week. Standby crews respond to emergencies on weekends, holidays and after hours.

Sewer

The City Sewer Division is responsible for the maintenance and repair of 8 sewage lift stations, 125 miles of mainline sewer pipeline and 2,687 manholes. This Division utilizes equipment (Vactor 2100 Jet Rodder truck) for cleaning the system's main lines, as well as a new state of the art camera truck (Cues Industries) to assist with the video inspection and recording of the structural integrity of the mainlines. This Sewer Division crew monitors the system 24 hours a day, 7 days a week. Standby crews respond to emergencies on weekends, holidays and after hours.

DEPARTMENT MISSION STATEMENT

The Public Works Department provides and maintains the City of El Monte's physical and environmental infrastructure systems and provides plan review and inspection for private building projects. We are dedicated to providing safe, functional and sustainable infrastructure systems that improve the quality of life for the residents, businesses and visitors of the City of El Monte in a responsive and cost-effective manner and in accordance with local, state and federal regulations. Our services cover streets, streetlights and traffic signals, the urban forest, sidewalks and pathways, parks, sewers and storm drains, the drinking water system, public buildings, solid waste collection, the City's public transportation services, and capital project delivery.

THE POSITION

Reporting to the City Manager, this position directs, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Public Works and Utilities Department including engineering, maintenance, transportation operations, short and long-term planning, environmental and utility divisions. This includes formulating departmental policies, goals, and directives, coordinating assigned activities with other City departments, officials, outside agencies, and the public, and fostering cooperative working relationships among City departments and with intergovernmental, regulatory agencies, and various public and private groups, and staff.

Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, budget, and for furthering City goals and objectives within general policy guidelines.

Duties and responsibilities include, but may not be limited to the following:

- ▶ Manage and participate in the development and administration of the department's budget.
- ▶ Selects, trains, motivates, and directs department personnel.
- ▶ Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.
- ▶ Monitors legal, regulatory, technology and societal changes and court decisions that may affect the work of the department; determines equipment acquisition, training programs and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient and economical manner.
- ▶ Oversee the development of consultant requests for proposals for professional services and the advertising and bid processes.
- ▶ Performs site inspections during construction to ensure all City and mandated safety rules, regulations and protocols are in compliance.
- ▶ Participates in and makes presentations to the City Council and a wide variety of committees, boards, and commissions.
- ▶ Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works and utilities.
- ▶ Prepare, review, and present staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- ▶ Respond to public inquiries and complaints and assist with resolutions and alternative recommendations to ensure excellent customer service.
- ▶ Serve as a spokesperson for the department at a variety of community events, meetings, and other public relations activities.
- ▶ Performs other duties as assigned.



- Flexible. 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.

EDUCATION AND EXPERIENCE

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:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in civil engineering or a related field.
- Seven (7) years of experience in civil engineering, municipal public works maintenance, utilities, and administration.
- Five (5) years management experience.

SALARY AND BENEFITS

The salary range for this position is \$167,834.98 - \$203,998.58.

The City also provides an attractive benefits package that includes the following:

Retirement – The City offers a CalPERS retirement package of 2% © 55 for Classic members and 2% © 62 for new members as defined by new PEPR legislation. The employee pays the full employee portion for new members and six percent for Classic members.

Vacation – Sixteen (16) days (equivalent to 160 hours) per year, with a maximum accrual of 360 hours. Hours earned in excess of 360 are paid out at current rate of pay.

Sick Leave – Twelve (12) days (equivalent to 120 hours) per year.

Holidays – Thirteen (13) designated holidays (equivalent to 120 hours) plus one (1) floating holiday (equivalent to 10 hours) per calendar year.

THE IDEAL CANDIDATE

The ideal candidate is a confident, strategic, and visionary leader and effective communicator with broad experience in all areas of public works, possessing extensive expertise managing staff and creating organizational structure and a sense of team and purpose. Water Utilities experience will be ideal. 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, especially serving an underserved community; an entrepreneur from within who recognizes this opportunity to create and establish an effective and efficient administrative infrastructure for long-term success.

Key characteristics and attributes:

- 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 and willing to use the City website to promote projects, engage with the community, and be approachable.



Bereavement Leave – Four (4) days (equivalent to 40 hours) for the death of immediate family members.

Executive Leave – Ten (10) days (equivalent to 100 hours) per year.

Health Insurance – The City contracts with CalPERS for employee health insurance benefits.

Cafeteria Allotment – Equivalent to the second lowest cost HMO family plan rate offered by CalPERS for Region 3 (\$1,920 per month for 2025). Up to \$600 per month cash out of unused allotment or cash in lieu of City medical coverage.

Dental and Vision – Family coverage provided at no cost to the employee; not deducted from the cafeteria allotment.

Life and ADSD Insurance – \$25,000 policy provided at no cost to the employee; not deducted from the cafeteria allotment.

Ancillary Insurance (i.e. accident, cancer, etc.) – Voluntary plans available through American Fidelity using cafeteria allotment and/or pre-tax payroll deductions.

Technology Allowance – \$125 per month.

Deferred Compensation – Voluntary program available through Nationwide Insurance.

Education Incentive – Highest of the following (not cumulative):

- Associate's Degree = \$200 per month
- Bachelor's Degree = \$400 per month
- Master's Degree = \$600 per month



APPLICATION AND RECRUITMENT SCHEDULE

This position is open until filled.

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/elmonte-pwud>

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:

Frank Rojas
(510) 495-0448

Frank_Rojas@ajg.com

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 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.

