



CITY OF MILLBRAE, CALIFORNIA

Director of Engineering and Public Works

THE COMMUNITY

The City of Millbrae is a dynamic full-service City experiencing tremendous growth in housing, office and mixed-use developments. Named the fastest growing City in San Mateo County in 2024 and recognized with the highest percentage increase in Assessed Valuation of any City in San Mateo County the City of Millbrae is thriving. The Millbrae community enjoys a high quality of life and is engaged with its City government in its vision of growth and prosperity. The City 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 over 23,000, the City is the heart of San Mateo County. The City serves as a premier transit hub in the Bay Area west of the San Francisco International Airport and plays host to the largest intermodal transit station west of the Mississippi serving BART, Caltrain, Samtrans and a future California High Speed Rail station. 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 middle-class neighborhoods, eleven local parks, and the Alister MacKenzie designed Green Hills Country Club to 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 has adopted the Millbrae Station Area Specific Plan to attract hotel, office, retail, and housing development to the area around the Millbrae transit station. This mix of development 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. Millbrae has recently added over 800 housing units, a 160-room hotel, and almost a million square feet of Life Science office spaces, sustainable development elements, and a major electric vehicle company—a catalyst is continuing to transform the Cityscape into a balanced, healthy environment to ensure that future generations live healthy, productive, prosperous and comfortable lives.

GOVERNANCE

Millbrae operates as a General Law City, which provides for a Council-City Manager form of government that clearly distinguishes the legislative powers of the City Council from the administrative powers of the City Manager. The City Council is comprised of five elected officials, each serving a four-year term. Annually, the City Council selects a mayor and vice mayor from amongst their members. As the legislative branch of the government, the City Council makes policy and fiscal decisions and sets citywide priorities for execution by the City Manager. The City Council adopts ordinances and resolutions necessary for effective and efficient governmental operations and approves the annual budget, approximately \$86 million. The City Manager, contracted 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 priorities, and appoints and supervises all department heads.

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



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THE DEPARTMENT

The Engineering and Public Works Department is comprised of three main divisions: Administration and Engineering, Environmental Programs, and Public Works. Together these divisions provide essential services for the community, including infrastructure design and maintenance, water services, safe roads and sidewalks, street sweeping, storm drainage improvements, sewer collection systems, high-quality drinking water, parks maintenance, facilities maintenance, wastewater treatment, traffic efforts, land development reviews and processing.

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.

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.
- » Plan, direct, and organize activities and provides leadership to the Engineering & Public Works Department; develop, plan, and implement department goals and objectives
- » Review and evaluate work products, methods, and engineering plans for both CIP and private developments
- » Supervise and participate in the development and administration of the Engineering and Public Works budgets; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitors expenditures; and implement adjustments
- » Work with internal counsel for the update of policies and procedures
- » Present technical information and recommends action to City Council
- » Represent the department to outside groups and organizations; participate in outside community and professional groups; coordinate activities with internal departmental divisions and external agencies
- » Provide effective and inspirational motivation, mentorship, and development to staff
- » 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 including organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational



needs, budget preparation and administration and the principles of supervision and training.

The successful candidate will be a hands-on leader with the demonstrated ability to direct and manage multiple projects and priorities while exercising sound independent judgement. This position requires exceptional communication, interpersonal and presentation skills and astute political awareness to build solid relationships with staff, leadership, and other key stakeholders. 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 inspirational 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 have the ability to bring innovation to difficult problems or issues
- » Strong communication and interpersonal skills, necessary to translate technical concepts to all levels of audience.
- » A leader who is willing to listen, collaborate, and is 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 management
- » Previous municipal experience is highly desirable.
- » Must possess and maintain a Professional Engineering License (Civil or other)

COMPENSATION AND BENEFITS

The Salary range for this position is \$199,698 - \$269,591. There is anticipated minimum of 4% increase each year for the next two years in addition to a minimum of 5% annual merit increases.

Management Benefits

Leave accruals

- » 10 days (80 hours) national holidays observed per year
- » 40 hours Floating holiday leave per year
- » 80 hours Management leave per year
- » 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

- » \$2,055.52/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



APPLICATION AND RECRUITMENT PROCESS

The final filing date is Friday, September 5, 2025.

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). Resumes must reflect months and years for positions held.

Submit materials to:

<https://koffassociates.com/millbrae-dir-of-engineering-pw/>

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.

