



CITY OF SAN BRUNO

DIRECTOR OF PUBLIC WORKS



CITY OF SAN BRUNO

The City of San Bruno is located in San Mateo County and is only 12 miles south of San Francisco and adjacent to the San Francisco International Airport. An ethnically and culturally diverse city with over 42,000 residents, San Bruno maintains a small-town atmosphere within a large metropolitan area. The full service City of San Bruno is responsible for a wide range of public services including Fire, Police, CityNet Services, Water and Wastewater.

Located along Highway 101 and Interstate 280, the City (5.5 square miles) enjoys easy access to the vast cultural, educational and recreational opportunities of the San Francisco Bay Area including the Golden Gate National Recreation Area, and numerous museums, galleries, theaters, fine restaurants and access to professional sports teams including the Giants, 49ers, A's, Golden State Warriors, and Sharks. Educational opportunities include numerous community colleges, as well as Stanford University, University of San Francisco, UC Berkeley and San Francisco State University. The San Bruno BART and CalTrain stations make it easy to use public transportation to access the Peninsula, San Francisco and beyond.

CITY GOVERNMENT

San Bruno is a general law city, incorporated in 1914. San Bruno is governed by the City Council and operates under a Council-Manager form of government. San Bruno has an elected five-member City Council. The Mayor, one of the members of the City Council, is directly elected for a two-year term. Other members are elected for four-year staggered terms with elections held in November of odd numbered years. The City Council appoints a City Manager and a City Attorney. The City Manager and staff enforce the laws and implement the programs and policies established by the City Council. The City Attorney serves as the City's Chief Legal Officer. The Council appoints citizens to advisory boards, commissions and committees.

San Bruno's General Fund Budget for FY 2021 - 2022 is \$50.8 million and has a workforce of approximately 265 full-time employees.

THE DEPARTMENT

The Public Works Department provides professional, strategic, and cost-effective maintenance and capital improvements to critical City infrastructure, including the delivery of potable water, traffic and transportation, streetlights, waste and stormwater collection systems, recycling and environmental sustainability, and the City facilities and City fleet. The Public Works Department delivers its service through five divisions:

Administration & Engineering: Provides leadership and oversight for all department programs and serves as the professional engineering resource for the City. The Division coordinates the work activities of each division in the Public Works Department and provides high-level strategic management including overseeing

and preparing the operating and capital budgets and personnel management.

Building & Facilities & Central Garage: Provides routine custodial services, preventative maintenance, and capital improvements at 17 City facilities to ensure a clean, well maintained and accessible environment for use by the community and City employees. Provides maintenance and safety inspection of police patrol vehicles, general use vehicles, safety-sensitive equipment and routine repair of various large equipment items

Water Services: Ensures the highest quality potable water service by quickly responding to water main/service leaks and resolving water quality questions and concerns in a timely manner.

Wastewater & Solid Waste: Provides inspection, maintenance and operation of the City's wastewater infrastructure and provides around-the-clock customer service response to emergency calls related to sewer main and lateral sewer blockages and overflows. The division also maintains compliance with AB 939 and SB106, mandating that the City work to meet waste reduction goals and assist with the implementation of resident and business engagement efforts such as Operation Clean Sweep, and the Green Business program.

Streets & Storm Services: Provides for maintenance and repair of City travelways and related assets, providing safety for motorists, bicyclists, and pedestrians, as well as a clean appearance for residents and businesses. The division also provides assistance to residents with drainage and runoff issues, maintaining and repairing City owned storm drain infrastructure that includes mains, catch basins, grates, trash capture devices, and valley gutters and responding to illicit discharge into the storm drain system.

It's an exciting time in the City of San Bruno, as the City continues to grow in population and develop within the burgeoning San Francisco Bay and Silicon Valley Areas. There are several efforts currently underway and others on the horizon to help shape and cultivate San Bruno's future, including:

- Revitalization of the downtown and commercial corridor, including implementation of the Downtown Parking Management Plan and the San Mateo Avenue Streetscape Plan.
- Development and construction of the new Recreation and Aquatics Facility.
- Construction of the replacement Commodore Park Well, one of the City's oldest wells.
- Water meter system upgrade to provide instant remote monitoring and tracking of water usage by customers and City staff to improve water conservation efforts.

- Replacement of pressure regulating station to normalize distribution pressure in Rollingwood neighborhood to allow City flexibility in providing different water zones during emergencies.
- Construction of new water and wastewater main lines throughout City.
- Design and construction for the improvement of the Crestmoor Pump Station and associated force main pipeline.

THE DIRECTOR OF PUBLIC WORKS

The City of San Bruno seeks an innovative leader to serve as its next Public Works Director and key member of the City's executive leadership team. The Director reports directly to the City Manager and is responsible for leading the Department's delivery of a broad scope of services to the community, while managing an annual budget of approximately \$107.7 million which include a General Fund Operating Budget of \$3.8 million, and a Capital Improvement Program Budget of 98 projects totaling over \$79.5 million. The Director is responsible for the day-to-day management and operations of a department consisting of 67 employees delivering public works services through five operating divisions: Engineering and Administration, Water, Wastewater, Streets, and Facilities & Garage, through the support of two Deputy Directors (City Engineer and Deputy Director of Maintenance and Operations), who in turn oversee variety of engineers, technicians/inspectors, maintenance service managers, maintenance staff and administrative support.

Key Responsibilities:

- Represent public works and the City at the local, regional and state level, collaborating with public works representatives from various agencies.
- Implement organizational assessment.
- Expedite work plan for the completion of funded projects.
- Recruit and fill critical department vacancies.
- Set department policies related to development and public works
- Develop staffing model to include the Project Action Plan project manager.
- Support preparation of master plans as required by regulations or Council strategic initiatives (Water System Master Plan update, Emergency Response Plan, Urban Water Management Plan, Local Road Safety Plan).
- Manage the City's Enterprise Fund to assure financial integrity; communicates with the City Manager on the financial condition and the long term needs of funding sources.
- Direct the preparation and review of plans, specifications, estimates and contracts for a wide array of public works projects.
- Oversee public works maintenance activities and organize available resources for maintenance, improvement, and repair of water, sewer, public works vehicles and equipment, and City facilities; determines the need for new equipment and facilities, major repair and rebuilding projects.

IDEAL CANDIDATE

The City of San Bruno is looking for an experienced and energetic leader to be the Director of the San Bruno Public Works Department. This executive will have broad experience in municipal public works or related city experience, complemented by a collaborative approach to problem-solving, be forward-thinking and at the same time well-grounded in the day-to-day essentials of leading a robust and active public works and utilities department serving a full service city with a diverse and engaged community.

This executive will have hands-on experience and a proven track record of success in managing people and projects, and will quickly add value to this organization. The new Director will be a skilled communicator and possess broad interdisciplinary and technical background. They/they will be a confident and empowering leader of people who builds strong team morale while maintaining accountability with a collaborative spirit. This leader will also be an



exceptional mentor and strategic manager of people, and the City's resources with the ability to prioritize needs for a complex organization that values timeliness and transparency, while continuously improving upon responsiveness and the customer experience.

The ability to build meaningful relationships across city government, community partners, neighborhood associations, and with employees at all levels is fundamental to this position. The next Director will also need to be politically savvy without being political, and will be consistently motivated by what best serves the San Bruno community.

Top candidates for consideration will have a leadership style that is empowering, respectful, and rooted in genuine concern for others, both internal to public works and externally in the community. The Director will also be accessible, engaged, and lead from outside the office. Management by walking around works well in this environment, and successful candidates will bring resilient leadership skills to this critical role. A leadership style noted for innovation and creativity is ideal.

EXPERIENCE & EDUCATION

The following qualifications are guidelines, as the appointing authority has broad discretion in filling positions in this classification:

Experience

Six years of public works experience with considerable knowledge of civil engineering in a municipality including two years of management responsibility.

Education

Bachelor's degree from an accredited college or university in Civil Engineering, Public Administration, Business Administration or closely related field. Current registration as a California Professional Engineer (PE) is preferred.

COMPENSATION & BENEFITS

The current salary range for this position is \$169,608 - \$208,128. The City also provides an excellent benefits package, including:

- CalPERS retirement formula of 2.7%@55 for classic members and 2%@62 for PEPRAs members
- Employer-subsidized medical / dental / vision / prescription plan with employee contribution
- 100 hours management leave annually with an annual option to cash out
- 10-23 vacation days annually based on years of service
- 12 sick days annually
- 14.5 holidays annually



- \$2,000 personal and professional reimbursement annually
- \$450 monthly vehicle allowance
- Deferred compensation matching at 1% of biweekly salary
- Tuition reimbursement
- Home loan program
- City-paid life insurance and long-term disability insurance

APPLICATION PROCESS

To be considered, please submit your resume and cover letter of interest outlining the background and experience that makes you the ideal candidate electronically to sanbruno.pw@thehawkinscompany.com by **August 20, 2021**. Resumes received by **August 20, 2021** will receive first consideration. The position is open until filled. Materials should reflect size and scope of management experience including staffs managed, budgets administered, programs directed, and significant public works and management accomplishments.



THE HAWKINS COMPANY

8939 S. Sepulveda Blvd., #110-216
Los Angeles, CA 90045
www.thehawkinscompany.com

For additional information or questions, please contact: Ms. Daphne LeBlanc at 818-399-5787, daphne@thehawkinscompany.com or Ms. Brett Byers at 323-403-8279, brett@thehawkinscompany.com.

The City of San Bruno is an Equal Opportunity Employer (EOE) and as such does not discriminate on the basis of age, race, color, sex, gender, religion, ancestry, physical or mental disability, marital status, sexual orientation, national origin, or any other status protected by law, in its employment actions, decisions, policies and practices. If you require special accommodations, please contact us to discuss your needs.