

CITY OF VALLEJO, CA



INVITES YOUR INTEREST
IN
THE POSITION OF:

**ASSISTANT
PUBLIC WORKS
DIRECTOR,
MAINTENANCE**





"Vallejo is a charming community that offers its residents a unique combination of bedroom community, suburban quietude, waterfront paradise and foot hill vistas."



THE COMMUNITY

The City of Vallejo is located in Solano County and has a population of approximately 122,105 residents. Vallejo is a rapidly changing, highly diverse community located midway between the cities of Sacramento and San Francisco. It is a friendly, active waterfront community that attracts innovative, hardworking people and takes great pride in its 151-year history and maritime heritage. With a mild year-round climate and easy access to varied recreational opportunities, residents of Vallejo are situated to take advantage of the best of what the area has to offer. Golf, museums, performing arts, boutique shopping, brewpubs and a wide selection of restaurants are all available in Vallejo. Residents and visitors alike enjoy Vallejo's delightful historical downtown area, weekly downtown farmer's market, and beautifully restored Victorian homes and business facades. Vallejo is also home to Six Flags Discovery Kingdom, one of America's only combination wildlife, oceanarium and theme parks. Vallejo's Main Street Designation in 2000 and two historic districts reflect the City's pride in and emphasis on maintaining the character and heritage of Vallejo. Vallejo is near the major employment and tourist areas in the region, approximately nine miles from Napa, 32 miles from San Francisco, 22 miles from Oakland and 47 miles from Sacramento. It is well connected to these areas via 1-80 and 1-780, as well as Highways 37 and 29. In addition to being close to four major highways, Vallejo is also serviced directly by Union Pacific Railroad and is convenient to the regional ports of Oakland, San Francisco and Richmond. Ferry service is available to San Francisco and air travel is available through San Francisco, Oakland and Sacramento International Airports. The Vallejo City Hall is set in a beautiful Bayfront park with the ferry terminal located nearby. The City has a formal downtown waterfront development plan, which will ultimately transform Vallejo's waterfront area into a transportation oriented mixed-use area of shops, restaurants, office, residential and open space. Vallejo is a charming community that offers its residents a unique combination of bedroom community, suburban quietude, waterfront paradise and foot hill vistas.

CITY GOVERNMENT

Vallejo is a full service, charter city with a fiscal year 2018-19 total budget of over \$226.8 million, with a General Fund of approximately \$107 million. The City has an authorized staff of 570 FTEs employed in the following departments: Finance, Human Resources, Information Technology, Police, Fire, Public Works, Water, Community Development, City Manager's Office and City Attorney's Office. Vallejo has a Council-Manager form of government with the Mayor and six-Council Members elected at-large, on a non-partisan basis, for four-year overlapping terms. The City has prepared a General Fund Five-Year Business Plan and has adopted the following concepts to assure sustainability:

- Live within our means (five-year projection)
- Look to the future (prioritize)
- Do not defer expenses (maintenance, capital)
- Establish emergency reserve (disasters or emergencies)



THE POSITION

The **Assistant Public Works Director** for the Maintenance division is an integral part of meeting Council priorities for the City. This position will direct, manage, supervise, plan and coordinate the activities and operations of assigned units in the Maintenance Division of the Public Works Department. Assigned units include Streets, Grounds, Facilities, and Fleet. This position will also coordinate assigned activities with other divisions, outside agencies and the general public.

This position will lead the Public Works Maintenance Division initiatives for the City by:

- Participating in the development and implementation of City and department goals, objectives, policies, and priorities for the Maintenance Division in order to meet City Council goals.
- Coordinating the organization, staffing, and operational activities for the Maintenance Division; including the maintenance of streets, fleet, grounds, facilities, electrical lighting and signal systems, and marina.
- Directing the work plan for the Maintenance Division; meeting with staff to identify and resolve problems; assigning work activities and projects; monitoring work flow; reviewing and evaluating work products, methods and procedures.
- Identifying opportunities for improving service delivery methods and procedures; reviewing with appropriate management staff; implementing improvements.
- Providing staff assistance to the Public Works Director, City Council, and related committees and boards.



THE IDEAL CANDIDATE

The ideal candidate for the Assistant Public Works Director for the Maintenance Division will have a strong background in streets, grounds, and facilities operations. An energetic, self-motivated, results-oriented leader. An innovator who embraces the existing culture and can work with the Public Works Director to develop and implement the Maintenance Division's initiatives. A dependable and committed team player who values their role as part of City's management team. Seven to ten years of responsible supervisory or administrative experience (budget & contracts) in maintenance operations, or working in a corp yard environment managing the day to day operations. The following attributes are ideal for success in this role:

- Problem Solver – Someone that can create and implement solutions.
- Ethical – Someone that can make decisions with honesty, integrity and without compromising to outside influence.
- Leader - Someone that demonstrates a leadership style that manages people as individuals, is a good listener, is engaged not hands-off, and reinforces accountability.
- Follow through - Someone that completes assignments on time, follows up and drives issues to conclusion self-sufficiently.
- Strong interpersonal skills - Someone that can express a clear message and listen well to understand others.
- Flexible - Someone to be able to adapt to the changes in priorities and demands with focus and composure.

A Bachelor's degree from an accredited college or university with major coursework in public administration, civil engineering, landscape architecture or a related field is required.

TO APPLY

The final filing date for this recruitment is
4/22/2019 at 5:00 p.m.

For more information, or to apply for this exciting opportunity please visit our website at www.governmentjobs.com/careers/vallejo. Only online applications will be accepted. Candidates must attach a cover letter, resume, and three-five professional references.



COMPENSATION

The City provides an attractive compensation package that includes a competitive annual salary range up to **\$159,320.80**

BENEFITS

Retirement - CalPERS 2.7% at 55 for Classic Employees, with an employee contribution of 8%; 1% at 62 for employees covered under PEPR, with an employee contribution of 6.25%.

Deferred Compensation - The City offers a voluntary 457 and 401A plans.

Medical Insurance - Choice of several CalPERS medical plans. City makes a significant contribution toward premium.

Dental Insurance - Delta Dental Plan of California City pays entire premium for employee + family.

Vision Insurance - Vision Service Plan (VSP) City pays entire premium.

Vacation -10 to 28 working days depending on years of service & **Floating Holiday**– 16 hours per calendar year.

Holidays - 11 paid holidays.

Sick Leave - 5.54 hours per biweekly pay period.

Life Insurance and AD&D -term life insurance and AD&D insurance at no-cost to the employee.

Flexible Spending Account (FSA) - Offered to employee and eligible family members.

* *The City of Vallejo is a Social Security participant*