

Compensation and Benefits

The starting salary for this position will be dependent on the qualifications of the candidate. The salary range for this position is \$94,802 - \$115,232 annually, DOQ. The City of Petaluma also offers an attractive benefit package that includes:

- ◆ Retirement – 2% at 62 formula for new CalPERS members with an employee pre-tax contribution of 6.25%; 2% at 60 formula for existing or “Classic” CalPERS members with an employee pre-tax contribution of 7%. The City does not participate in Social Security.
- ◆ Health, Dental and Vision Plans - The City offers a variety of health plans through CalPERS and currently contributes approximately 95% of the Kaiser Bay Area rate for employees and eligible dependents. The City also provides dental and vision plans for employees and eligible dependents. If you have health and/or dental insurance coverage through another source, you have the option to receive a cash-in-lieu benefit.
- ◆ Life Insurance - 1.5 times base salary up to a maximum of \$200,000 coverage.
- ◆ Deferred Compensation – Voluntary with choice of three providers: CalPERS, ICMA, or Mass Mutual.
- ◆ Administrative Leave - 80 hours per fiscal year.
- ◆ Vacation – Accrual of 80 hours increasing to 200 hours per year.
- ◆ Sick Leave – Accrual of 8 hours per month.
- ◆ Holidays – 12 paid holidays, plus 1 floating holiday per year.



For more details on the benefit package, please visit the City of Petaluma's Human Resources webpage at: <http://cityofpetaluma.net>.

The City of Petaluma is an Equal Opportunity Employer

The Process

To be considered for this exceptional career opportunity, please submit (email preferred) your cover letter, resume, salary history and contact information including email addresses for five work-related references (references will not be contacted until mutual interest is established) to:

Paul Kimura or Cris Piasecki
Avery Associates
3 ½ N. Santa Cruz Ave., Suite A
Los Gatos, CA 95030
E-mail: jobs@averyassoc.net



This position will remain open until filled. A first review of resumes will take place by June 12, 2015 and if a qualified candidate pool is identified, the City will move forward with a candidate selection process.

If you have any questions or wish to explore this opportunity further, please contact Paul Kimura, paulk@averyassoc.net or 408.399.4424 or Cris Piasecki, crisp@averyassoc.net or 408.234.2025.



The City of Petaluma

*invites your interest
for the position of*

Operations Manager - Public Works



The Community

Petaluma is Sonoma County’s second largest city, with a population of 61,000. Petaluma is the southern gateway to Sonoma County, 32 miles north of San Francisco’s Golden Gate Bridge, and conveniently located on Highway 101 at the east/west artery of Highway 116. Petaluma offers a wide array of attractions and points of interest to explore, including: a 150-year-old historic downtown, waterfront areas, charming historic homes and neighborhoods, a mixed-use theater district, a thriving restaurant scene, art galleries, live music and theater venues, a historical museum, an airport, a marina, numerous community parks, and golf courses.



Petaluma’s scenic wetlands boast the Alman Marsh, Shollenberger Park, and a trail system surrounding the Ellis Creek Water Recycling Facility. An astonishing variety of birds are found here in every season. Bird enthusiasts share the trail with cyclists, joggers, dog owners, and others enjoying healthy outdoor activities. The Petaluma River provides a scenic backdrop for dining, shopping, special events and recreational opportunities. Petaluma offers 300 acres of recreational areas and hosts over 40 festivals and events yearly. Petaluma is the ideal base for exploring Sonoma and Napa County Wine Country, the dramatic Sonoma Coastline, Point Reyes National Seashore, California’s majestic redwoods, and the entire San Francisco Bay Area.

City Government and the Public Works and Utilities Department

Petaluma is a full-service charter city operating under the Council/City Manager form of government. The City, incorporated in 1858, operates with a seven member City Council including the Mayor. Six members are elected at large to staggered four-year terms. The Mayor is directly elected to a four-year term. The City Council appoints a City Manager as the Chief Executive Officer of the city government. The Council also appoints the City Clerk and City Attorney. Reporting directly to the City Manager are the departments of Finance, Fire, Human Resources, Police, Public Works & Utilities, and Recreation.



Free-standing divisions: Information Technology, Housing, and Building Services also report to the City Manager; Planning and Animal Control services are contracted. For FY 2014-15, the City has 288.5 full-time employees, an all funds budget of \$201M and a General Fund budget of \$39.5M.

Public Works and Utilities’ mission is driven, in part by the City of Petaluma General Plan, Urban Water Master Plan, and annual operating and capital projects budgets. They form Public Works’ dynamic roadmap to achieving citizen satisfaction. The divisions within public works and utilities include: Development Engineering, Capital Projects, Environmental Services,

Operations including water, sewer, and stormwater utilities, and streets and signs, Parks and Facilities Maintenance, Transit, Airport and Harbor. The proposed FY 15/16 operation budget is \$53,000,000 including 99 full-time positions, 10 part-time positions, and a contracted harbor master.

The Position

In reporting to the Public Works and Utilities Director, the Operations Manager has a key leadership role within the department, while managing this division with an annual budget of \$18 million and a staff of 52 FTEs. The comprehensive scope of this position includes operational management and maintenance of parks and open spaces including landscape assessment districts, building facilities, streets including signage, water metering and distribution, water system operations, sanitary sewer collections, stormwater collections and drainage channels, and the City Arborist.

The nature of this role continues to evolve with the need to assume overall maintenance responsibility for the city’s infrastructure, including the sanitary collection system, water delivery lines and storm drains. This combined with oversight of fleet, parks, streets and building maintenance will require an exceptional skill set of leadership, project management, administration and technical/operational knowledge of water and wastewater utilities and public works operational expertise. An immediate and critical priority here is the refinement, completion and full implementation of an automated asset management & work order system. A related focus area is the development of annual work plans for all aspects for the division operations. The manager will also work closely with engineering staff on the master CIP plan relating to upgrades of infrastructure. A key aspect of these operational priorities is the development and administration of the annual budget.

The Ideal Candidate

The new Operations Manager will be an active leader that assists the director in articulating and promoting the departmental vision moving forward. This will include active communication and interaction with other department heads and peers within public works and utilities. The new manager will be an active, engaged and relationship based leader that also facilitates communications within the operations organization and throughout all divisions of public works and utilities. This ability to share and convey information and to secure feedback will be essential in creating a cohesive and integrated work team. A coaching and mentoring management style will be key to helping supervisory staff further develop and grow in providing leadership to their respective teams.



Due to the comprehensive scope of this assignment, the ideal candidate will be expected to have strong operational knowledge of utilities and experience with a range of public works operational areas including parks and buildings. Administratively, the need is for strong project management and budget skills. Interpersonally, a collaborative, team oriented, relationship based and results oriented style will be essential to success in the role. A background that includes five or more years of increasingly responsible public works/utilities experience including two or more years of managing staff and projects is required. A Bachelor’s degree from an accredited university in a related field is also required. A Master’s degree and a State of California certification in water or wastewater are highly desired.