

Compensation and Benefits

The City of Pinole offers a competitive salary and benefits package. The salary for this position pays up to \$105,320 annually, dependent on qualifications. The benefits package includes:

- ◆ Retirement: Retirement: PERS - Benefit based on CalPERS membership status at time of hire: Classic PERS Member: 2.5%@55, single highest year. Employee pays 8% of employee share and 7.4160% of employer share for a total of 12.5470% for Fiscal Year 2018-19. New PERS Member: 2.0% @ 62, 3-year final compensation. Employee pays own share of 6.25%%.
- ◆ Health Insurance: Selection from PERS Medical Plans, City pays up to the 2018 Kaiser rates, based on family status, and employee pays the difference. Employees with alternate medical insurance may be eligible to receive in-lieu payment between \$225-\$600. Retiree medical — City participates in the CalPERS Vesting Schedule.
- ◆ Dental Insurance: Delta Dental, 80/20 plan, City pays entire premium for family coverage.
- ◆ Vision Insurance: City pays entire premium for family coverage.
- ◆ Vacation: Accrues at the rate of 96 hours annually during first four years of employment. Increases to the rate of 144 hours annually during years 5-9 and to 160 hours annually between years 10-15. Employee may cash out up to 52 hours provided a minimum of 160 hours is accumulated.
- ◆ Holidays: 11 paid holidays plus 12 hours of floating holiday.
- ◆ Sick Leave: Earned at 8 hours per month.
- ◆ Administrative Leave: 60 hours annually (up to 40 hours may be cashed out).
- ◆ Life Insurance: City pays entire premium for \$40,000 term life and AD+D policy.
- ◆ Deferred Compensation Plan: Voluntary 457 plan available.
- ◆ Short and Long Term Disability: City pays total premium.
- ◆ Social Security: The City of Pinole does not participate in Social Security.



The Process

If you are interested in pursuing this desirable career opportunity, please visit the Avery Associates Career Portal on our website at www.averyassoc.net/current-searches/ to upload your letter of interest, resume and contact information, including email addresses for five work-related references (who will not be contacted until after an interview takes place.)

Paul Kimura or Bill Lopez
Avery Associates
3½ N. Santa Cruz Ave, Suite A
Los Gatos, CA 95030
E-mail: jobs@averyassoc.net

The final filing date for this recruitment is Friday, February 1, 2019.

If you have any questions regarding this position please contact Paul Kimura at 408.399.4424 or paulk@averyassoc.net or Bill Lopez at 408.888.4099 or williaml@averyassoc.net.



The City of Pinole



*invites your interest
for the position of*

Public Works Manager

The Community

The City of Pinole is located in the beautiful San Francisco Bay Area, on the shores of San Pablo Bay in West Contra Costa County. Interstate-80, which traverses the City, connects the San Francisco/Oakland metropolitan area with Sacramento and points East. Pinole is linked to central Contra Costa County including the cities of Martinez, Concord, and Pleasant Hill by State Route 4, which begins just north of the City and connects with Interstate-680.



The City of Pinole has a diverse population of over 19,000 and a land area of more than four square miles. Much of the land has gently rolling hills with steeper hills paralleling on the north and south. The downtown area still retains many turn-of-the-century building stock and is being preserved by the City as a historic area. In addition to its natural setting, City of Pinole is known for its rich architectural heritage and historic past. Elevation in the City ranges from sea level to 500 feet above sea level. The climate is mild, with no extremes of temperature, rainfall or humidity.

The City and the Development Services Department

The City of Pinole was incorporated in 1903 as a General Law city that functions under a Council-Manager form of municipal government. The City Council is comprised of five members elected at large to four-year alternating terms. The Mayor is rotated among the Council on a yearly basis. In addition to Council Members, the City Treasurer is also an elected position.

The City employs approximately 109 full and part-time employees with a FY 2018-19 General Fund of almost \$14 million. Under the leadership of the City Manager and Assistant City Manager, are the six City departments of Administration, Development Services, Police, Fire, Finance and Recreation.

Development Services includes the functions of public works, wastewater collection and treatment, planning, building and engineering. The department operates with a staff of 26.25 FTEs.



The Position and Ideal Candidate

The Public Works Manager assists in the management of the Development Services Department and has responsibility for the maintenance, repairs and operations of the City's streets, parks, buildings, facilities, swimming pool, storm and sanitary sewer systems, vehicles and equipment. In reporting to the Development Services Director/City Engineer, the new Manager will be a progressive and exceptional leader, and a collaborative partner that

works effectively within the City and with all constituents. A hands-on, active and action oriented leadership style with a focus on positive results and organizational accountability are essential attributes for this role.

A key operational priority for this position is the need to implement and maintain an Asset Management Program inclusive of a work order system, asset tracking and deferred maintenance tracking. This will allow for automated reporting and assist in the prioritization for the heavy operational schedule. This will require strong computer system skills and the initiative and resourcefulness to introduce a software system to the work environment.

Proactive customer service in another priority in this role. The need is to deliver top notch and responsive services that create and foster positive community and internal support for the operation, as Pinole is a "high touch" community that expects excellent public service. The manager must be responsive and engaged to ensure that division goals and objectives are clearly defined and consistently achieved. The ability to effectively and consistently manage the delivery of multiple projects on schedule and within budget is crucial in this role. A significant aspect of this assignment is staff development as the manager is expected to serve as a role model who embodies the commitment to efficiency and productivity while engaging the entire organization towards this sense of mission.

Problem solving and self-organizational skills, and the ability to adapt and address multiple and sometimes changing priorities are essential attributes for the new Public Works Manager. A positive interpersonal style with the ability to develop and maintain positive work relationships with all city employees and with the community is an additional priority area for this role. The successful candidate will operate with a high level of ethics and integrity and reflect a value system of coaching and mentorship, collaboration, commitment to public service.

The ideal candidate will be proficient in the application and utilization of computer systems and software and will



utilize this expertise to develop more efficient and productive work efforts and reporting and measurement methods. The individual will have a diverse skill set and background, but previous experience with underground utilities, sewer lift stations and public swimming facilities maintenance is highly desirable. This position requires the equivalent to completion of two years college or university education with major course work in business, public administration, pre-engineering or a related field. Supervisory level experience of at least three years managing public works operations personnel including hiring, training, evaluating and in making disciplinary recommendations is also required.

