APPLICATION/SELECTION PROCEDURE

Applications may be obtained from the City of Suisun City, 701 Civic Center Blvd., Suisun City, CA 94585, or at www.suisun.com, or 707-421-7300. Resumes will not be accepted in lieu of the City’s official application form, but should accompany the application. All applications and resumes will be reviewed to select those applicants whose qualifications appear to most closely match the requirements of the position. A limited number of qualified applicants may be invited to participate in the subsequent phase(s) of the recruitment process which may include one or more of the following: written examination, performance examination, assessment exercises, oral interviews, and complete background checks. Meeting the minimum qualifications does not guarantee advancement in the selection process.

THE POSITION

Our current Building/Public Works Director is retiring after many, many years of dedicated service. Given the diverse “hats” that the incumbent wears, filling this critical position is a challenge for us, BUT an incredible opportunity for the individual selected to join our Executive Management Team. The ideal candidate will be an innovative, inspiring, and energetic leader with successful track record in all aspects of Public Works facilities and infrastructure planning, management and maintenance; demonstrated project management skills; and decisive and consistent leadership, management, and mentoring skills. The core job responsibilities assumed by the incumbent will include overseeing maintenance of public works infrastructure, parks & landscaping, and building facilities; building inspection (the incumbent is a Certified Building Official); engineering services through a contract City Engineer; and working closely with City partners including STA (transportation), SSWA (water) and FSSD (sewer).

Given the breadth of responsibilities assumed by the incumbent, we will be both creative and flexible as we look for his replacement. Core job responsibilities include public works, parks/landscape and facilities maintenance, as well as engineering services. If the successful candidate is a Registered Engineer or Certified Building Official, that would be a bonus; if not, other creative ideas will be explored to ensure effective delivery of these services. First and foremost, the successful candidate must work well within a committed, focused, and customer-service-oriented executive management team under general direction from the City Manager. Once the right candidate is selected, we will figure out how best to organize our service delivery needs around the skill sets of our new Team Member (You!) and existing employees.

IDEAL CANDIDATE - ESSENTIAL JOB FUNCTIONS

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assumes full responsibility for all Public Works services and activities including public works, marina, parks & landscape, equipment, and facility maintenance; engineering services; and building inspection services.

- Assumes full management responsibility for all engineering activities in coordination with contract City Engineer (if not a Registered Engineer), including Citywide engineering services, Capital Improvement Program design and implementation, public works construction & management, project inspection, and contract management.

- Assumes full management responsibility for building inspection services including permit processing, plan check and field inspection; ensures seamless service delivery and coordination with Engineering and Development Services Department staff; assumes role of Building Official and Fire Marshal (if a Certified Building Official).
- Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; makes organizational and operational modifications if warranted; allocates resources accordingly.

- Plans, directs, and coordinates through subordinate level staff, the Department work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems; and holds subordinate staff accountable.

- Selects, trains, motivates, and evaluates assigned personnel, including departmental staff and program contractors; provides or coordinates staff training and development; works with employees to correct deficiencies; and implements discipline and termination procedures.

- Oversees and participates in the development and administration of department budget and capital improvement program budget; forecasts funds needed for staffing, equipment, materials, and supplies; and approves expenditures and budgetary adjustments.

- Monitors condition of City infrastructure, including streets, sidewalks, curbs, gutters, buildings, equipment, storm drains, marina and other related facilities and equipment for maintenance, repair, and replacement.

- Provides staff assistance to the City Manager; prepares and presents staff reports and other necessary correspondence; represents the Public Works Department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies.

**QUALIFICATIONS**

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**
A Bachelor’s degree from an accredited college or university with major course work in civil engineering, construction, public administration, facility management or a closely related field.

**Experience:**
Eight years of broad and extensive public works, engineering, and maintenance experience including related service delivery operations, with at least three years in a responsible management capacity.

**License or Certificate:**
Possession of an appropriate driver’s license. Special consideration will be given for candidates that are Registered Engineers or Certified Building Officials.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions outlined in the class specifications for Public Works Director/City Engineer and Building Official are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**BENEFITS**

**The benefit package includes:** Public Employees Retirement System (PERS) of 2% @ 55 for Classic Employees (fully paid by City, including EPMC), or 2% @ 62 for new employees subject to the California Public Employees’ Pension Reform Act of 2013; individual selection of medical, vision and dental insurance options up to a set dollar amount; and employee life insurance. The City pays for medical coverage up to current Kaiser Permanente Family rate. Employees covered by another insurance plan may be eligible for a cash payment up to $473 per month in lieu of enrolling in the City’s health plans. The City has an IRS Section 125 benefits plan for dependent care and healthcare reimbursement accounts. Suisun City does not participate in the Social Security System. In accordance with federal law, the City is required to withhold for Medicare.

**Leave benefits include:** Employees currently receive 80 hours paid vacation per year for the first five years of service, 120 hours after 5 years, 144 hours after 10 years, 160 hours after 15 years, and 184 hours after 19 years; as well as 96 hours of sick leave, 80 hours executive leave, and 13 paid holidays per year. As a cost-saving measure, salaries are currently reduced by 2.5%; in exchange, management employees receive 6 additional designated days off per year. This position is an “at will”, unrepresented executive management position.

**COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT (ADA):** With prior notice to the Personnel Department regarding testing or job performance modifications, the City will make reasonable accommodations for qualified applicants and employees with disabilities. Disabled individuals requiring accommodation during the application/hiring process should notify the personnel office.

**IMMIGRATION REFORM & CONTROL ACT:** In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United States Citizenship or authorization to work in the United States. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

The City of Suisun City is an Equal Opportunity Employer.