

County of San Mateo Department of Public Works
is seeking highly qualified candidates for the position of

Deputy Director ROAD SERVICES

\$151,611 to \$189,571 Annually

December 23, 2019

jobs.smcgov.org

COUNTY OF SAN MATEO



THE DEPARTMENT

The **Department of Public Works** serves the unincorporated areas of San Mateo County, providing public services and operating facilities that benefit the community, County employees, and clients of County agencies. The Department plans, designs, constructs, operates, and maintains facilities and equipment that support County programs and services, the general public, and County employees. The Department advises the Board of Supervisors on all public works issues, including rates and charges for services that are fair to both the users and service providers.

Public Works has an operating budget of \$243 million, a Capital budget of \$58 million, and is comprised of over 300 employees within four divisions: Administrative Services and Airports, Engineering and Resource Protection, Facility Services, and Road Services. The majority of the Public Work's budget is funded from sources other than the County's General Fund. The Department's budget includes property taxes and service charges to provide various services to the over 40 special districts and 70 County-maintained facilities governed by the Board of Supervisors and administered by the Department, landfill fees for landfill management programs, gas taxes to maintain 316 miles of County roads, and federal and state funds designated for transportation and aviation.



Be a part of a team that builds and maintains sustainable facilities that support programs and services that makes our community more livable!

THE POSITION



The Deputy Director of Road Services Division is responsible for developing and implementing Division and Department goals, objectives, policies and priorities and providing full first line and second line direct supervision within the Division. The position reports directly to the Director of Public Works and is expected to play an integral role on the Department's management team.

The Road Services Division includes approximately 83 employees and ensures that County roads, including drainage facilities and vegetation, are operated, maintained, repaired and constructed in an acceptable, professional and timely manner in order to preserve the infrastructure and provide the traveling public with quality maintained and constructed roads. This Division is also responsible for vehicle and equipment procurement, and maintenance and repair services of over 1,250 vehicles and pieces of equipment for County agencies and departments. The Division is responsible for managing all aspects of the County road rights of ways, including traffic engineering, encroachments and traffic control infrastructure, in approximately nineteen unincorporated urban, suburban and rural areas.

OPPORTUNITIES AND CHALLENGES

- Maintain the Pavement Condition Index (PCI) of the County-maintained road system at the current or greater level and prioritize maintenance of roads and repair of substandard roads.
- Explore alternative funding sources for road repairs and improvements.
- Expand upon the services available to address traffic calming, speed reduction, parking demands and safety improvements on County-maintained roads, bicycle and pedestrian transportation systems.
- Continue to provide timely service under increasingly stringent regulatory requirements.
- Develop, plan, coordinate, assign, supervise and evaluate the activities of the assigned section.
- Work with limited revenue and increasing costs.
- Develop standards and outreach materials to inform the public about both the Department's and the public's maintenance obligations within the public right of way.

IDEAL CANDIDATE

The Deputy Director for the Road Services Division will have a thorough understanding of the principles, practices and administration of municipal public works and capital projects, a proven track record of budget development, sound engineering practices, extensive experience in fleet management and roadway design, construction and maintenance. Certificate of Registration as a Professional Civil Engineer in the State of California is highly desirable.

The Department of Public Works is seeking applicants with enthusiasm for, and dedication to, public service while possessing the following qualities:

- An approachable leader with a management style that quickly fosters trust, loyalty, respect and commitment from employees and other county managers.
- Fosters working in a true strong team, non-territorial oriented environment.
- An inspiring leader who champions development and provides meaningful feedback while leading change and supervising staff.
- Thinks clearly under pressure, maintains a positive attitude and sense of humor.
- A skilled communicator both orally and in writing and can make public presentations that are interesting, informative and persuasive.
- Has a track record of demonstrated accomplishments including making tough decisions and getting things done.
- A proactive innovative problem solver with a "can do" attitude.
- Is able to balance the wants and needs of the public with financial limitations and/or technical requirements.
- Is willing to take reasonable risks, is not threatened by change and promotes and welcomes new, creative ideas.
- Sets clear expectations, monitors performance and holds employees at all levels accountable.
- Has demonstrated a strong understanding of public works financing and budget implementation.

QUALIFICATIONS

The successful candidate will have over five years of increasingly responsible experience in a public works agency or a large organization responsible for fleet management and/or engineering associated with the maintenance of roads and associated facilities, including over two years in higher-level management.

Successful applicants who are registered as a Professional Engineer in the State of California will receive an additional 5% differential added to their salary.

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CPR Awareness Class for Employees



Employee Wellness Tournaments



Comprehensive Medical, Health, and Dental Benefits



Employee Benefits Overview

Your Benefits, Your Choice

Employee Benefits Guide



WHAT WE OFFER: A COMPREHENSIVE TOTAL COMPENSATION PACKAGE

The salary range for this position is \$151,611 – 189,571 Annually. A 4% cost of living increase is expected effective December 15, 2019, and successful applicants who are registered as a Professional Engineer in the State of California will receive an additional 5% differential added to their salary. In addition to salary, the County offers an excellent benefits package* that is available to spouses, domestic partners, and eligible dependents Visit [Management Benefits at a Glance](#) for details.

Retirement

- Pension Benefit through the County's Retirement System
- Health Benefits for Retirees
- Deferred Compensation Plan
- Retirement Reciprocity

Paid Leave

- 13 vacation days/year, additional days added with years of service
- 14 paid holidays/year
- 130 hours/year of Administrative Leave for Managers; can be taken as time off or 50% of balance cashed out.

Health & Wellness

- 3 Medical Plans
- 2 Dental Plans
- Vision care paid by County
- Long Term Disability and \$50k Basic Life Insurance paid by County; variety of Supplemental Insurance options available
- Employee Wellness Program

Work-Life Program

- Commute Alternatives & Travel Subsidies
- Concern EAP (Employee Assistance Program)
- First Time Homebuyer
- Tuition Reimbursement
- FSA & Dependent Care Assistance
- Benefits for 2020 now include Legal Assistance, Auto, Home and Pet Insurance.

For more information regarding the comprehensive and generous benefits package please visit <https://hr.smcgov.org/Employee-Benefits-Guide>

*Benefits described herein do not represent a contract and may be changed without notice



THE COUNTY

San Mateo County is located in the scenic San Francisco Bay Area. The County's diverse population has close to 750,000 residents, growing to over one million in daytime population. It provides the benefits of temperate climate and clean air, with abundant ocean sports and recreational activities. Rural open space areas, as well as metropolitan San Francisco, are within easy reach. San Mateo County government has a budget of \$2.4 billion, with a workforce of over 5,400 employees in 22 departments and agencies.

COUNTY OF SAN MATEO



HOW TO APPLY

RECRUITMENT SCHEDULE

Application Deadline: December 23, 2019 by 11:59 PM

Application Screening: Week of January 6, 2020

Assessment Center: January 27 and/or 28, 2020

EXAMINATION PROCESS:

The examination process will consist of the steps detailed below.

Initial review of application materials. At this step applicants submitting incomplete applications, lacking relevant qualifications and/or not following instructions will be disqualified. The quality of your responses to the supplemental questions will also be evaluated for correct grammar and spelling, content and relevance.

Application Screening. The application and supplemental responses for applicants who pass the initial review will be evaluated by a panel of subject matter experts.

Assessment Center. At this step, applicants will be invited to participate in an Assessment Center, which may include various situational exercises to determine their competency for the position. Additional details on the components of the assessment will be provided in advance, to all candidates who are qualifying and are invited to participate in the Assessment Center. Candidates must complete all components of the assessment center for consideration of placement on the eligible for hiring list. All examinations will be given in County of San Mateo, California and applicants must participate at their own expense.

To apply for this exciting career opportunity, the following questions must be answered using the County's online application system by **December 23, 2019**.

SUPPLEMENTAL QUESTIONS:

- Describe your overall qualifications for the position. In your response, include a description of the highest managerial position you achieved in your Public Works career, the structure of the organization where you held this position, and the number and types of individuals (i.e. managers, supervisors, maintenance, administrative support staff, etc.) you managed in this position.
- Describe a complex and important project you managed related to personnel administration, human resource allocation or implementing organizational change. Describe how you managed the critical issues of the project and the final outcome.
- Describe your experience in the following functional areas: road operations, fleet management, traffic engineering, and road construction projects.

For questions about this exciting opportunity, please contact

Ximena Burns, Talent Acquisition Analyst at XBurns@smcgov.org

Apply online at <http://jobs.smcgov.org>

The County of San Mateo is a diverse, inclusive workplace, where employees are valued and respected for their different perspectives, experiences, backgrounds, and contributions. We are proud to be an Equal Employment Opportunity Employer.