

The City of **PINOLE** California



Now Inviting Applications For  
The Role Of

**PUBLIC WORKS  
DIRECTOR**

RECRUITING SERVICES PROVIDED BY **BH**  
Bob Hall & Associates





## THE COMMUNITY

The City of Pinole is a residential community of approximately 18,628 residents situated in Western Contra Costa County on the shores of San Pablo Bay. Interstate 80, which connects the San Francisco/Oakland metropolitan area with Sacramento, traverses Pinole, and State Route 4 links Pinole to the neighboring cities of Martinez, Concord, and Pleasant Hill. There are approximately four-square miles of land included in Pinole's boundary. The City is a general law city that was incorporated on June 25, 1903, and operates under a Council-Manager form of operation, whereby policies of the City Council are administered by a City Manager who is appointed by the City Council. All municipal departments operate under the supervision of the City Manager. The Council consists of five members who are elected at-large for four-year overlapping terms. The Council rotates one of the Council members to serve as Mayor each year.

## UPCOMING PROJECTS

- Citywide Roadway Rehabilitation and Improvements
- Pedestrian Improvement Projects - Bay Trail Gap Closure
- Sanitary Sewer Rehabilitation
- San Pablo Avenue Bridge Replacement
- Traffic Safety Improvements at Various Intersections
- Park Improvements



## THE POSITION

Under direction of the City Manager or his/her designee, the Director develops, plans, organizes, manages, and provides administrative direction and oversight to all functions and activities of the Public Works Department. Directs and administers City capital improvement projects; real estate and property management; facility and fleet maintenance and management; transportation infrastructure maintenance; stormwater program; solid waste management; and wastewater collection and treatment. Fosters cooperative working relationships with intergovernmental, regulatory agencies, and various public and private groups; performs related work as assigned.







## QUALIFICATIONS

**Education and Experience** - Graduation from a four-year college or university with major course work in civil engineering or a field related to the work and eight years of professional level public works experience in a municipal setting with at least three years of administrative or managerial experience.

**Licenses and Certifications** - Must possess and maintain a valid California class C driver's license and a satisfactory driving record. Must possess registration as a Professional Engineer in the State of California. If candidate possesses Professional Engineer License in another state, they must be able to obtain a California Professional Engineer License within one year.



## IDEAL CANDIDATE

The City is looking for a dynamic, hands-on leader to serve as the Public Works Director. This position requires a strong, team-oriented individual who is both visible and accessible to staff. We seek someone with extensive experience in public works, political savvy, and a knack for creative problem-solving, along with a genuine desire to engage with employees, department directors, elected officials, residents, and diverse stakeholders.

The ideal candidate will be collaborative and inclusive, with a proven track record of completing projects, while demonstrating a commitment to accountability and exceptional customer service. They should be adept at motivating staff and maximizing their skills. Outstanding verbal and written communication skills are essential, as is the ability to simplify complex technical data for a general audience.

With an empathetic yet encouraging leadership style, the successful candidate will prioritize succession planning and ongoing professional development in a tight-knit department. They will build rapport and trust through credible communication and exceptional interpersonal skills, demonstrating strong political acumen to effectively engage with





## COMPENSATION AND BENEFITS

The salary for this position is **\$193,474.20 - \$235,264.63** annually DOQ.

The City also provides a comprehensive benefits package, which includes:

- **CalPERS Retirement** - Classic members: 2.5% @ 55 plan; employee contribution of 15% (8% employee share plus 7% employer's cost share). Classic member benefits include: Military buy back option; Third Level 1959 Survivor Benefit; Single Highest year compensation formula; and Service credit for unused sick leave.  
**PEPRA members:** 2% @ 62 plan; employee contribution is 50% of the total normal cost as determined by CalPERS.

- **Holidays** – Employees shall receive twelve (12) paid holidays each year and twelve (12) hours of floating holidays each fiscal year.

- **Health, Dental, Vision, and Life Insurance** (1x's annual salary), including additional optional life insurance for self and dependents.

- **Deferred Compensation Plan** – The City shall make a 457 plan and ROTH individual retirement accounts available for employees covered by the Plan to contribute through payroll deduction. The City shall provide up to \$100 in a dollar-for-dollar "matching" monthly contribution to the 457 Plan for participating employees.

- **Vacation** – Employees shall accrue ninety-six (96) hours of vacation per year. The amount accrued per year increases after four years of service. The City may grant a higher accrual rate based on years of public service with other agencies or other appropriate factors.

- **Administrative Leave** – Employee shall receive administrative leave at an accrual rate of ninety-sixty (96) hours per year and may cash out no more than sixty-four (64) hours each year.

- **Sick Leave and Sick Leave Incentive** – Employees may cashout 25% of unused sick leave upon retirement.

- **Other benefits may include** – Retiree Medical Insurance (20-year vesting schedule that includes prior CalPERS service credit); Health and Dependent Care Flexible Spending Accounts, State Disability Insurance, Long-Term Disability, Cash In-Lieu for Medical, Educational Degree Incentives (for possessing a degree beyond that which is required), Bilingual Pay, Cellphone Allowance, Longevity Pay (for City years of service), Professional Development, and Severance Pay.



## APPLICATION AND SELECTION PROCESS

FIRST REVIEW DATE | DECEMBER 13, 2024

To apply for this exciting career opportunity, please send a compelling cover letter and your detailed resume electronically to: [apply@bobhallandassociates.com](mailto:apply@bobhallandassociates.com).

Please contact Joe Gorton at (707) 628-6846 or Maria Fierner at (925) 448-0660 should you have any questions regarding this position or the recruitment process.

Application materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include phone interviews with the most qualified candidates, panel interviews, and final interviews with the City Manager. Appointment is subject to completion of a thorough background and reference checks, and pre-employment medical exam. Apply today and be a part of an amazing team!

Interview Date will be January 9, 2025.

Recruiting Services Provided By

**BH** Bob Hall & Associates  
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