

CAPITOLA WHARF

CITY OF CAPITOLA

Join our Team

We're Looking for a new Director of Public Works

The Community

Capitola is located in one of the most beautiful areas in California on the sunny, northern side of the Monterey Bay, 70 miles south of San Francisco and 30 miles southwest of San Jose. Situated between magnificent redwood forested mountains and the whitecapped splendor of the Pacific Ocean, Capitola is one of California's most popular seaside resorts. Capitola has a population of approximately 10,000 within its 2 square miles, but that population swells considerably each weekend as visitors flock to the community's sandy beaches and regional shopping attractions.

The Organization

The City of Capitola was incorporated in 1949 and has operated under the Council-Manager form of government since 1962. The City is a General Law City with a five-member Council, with the members elected to four-year staggered terms. The Council annually elects the Mayor and Vice Mayor.



CONTACT US

420 Capitola Ave
Capitola, CA 95010

831-475-7300
www.cityofcapitola.org

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The Ideal Candidate

The Director of Public Works is responsible for planning, organizing, and directing the design, maintenance, and repair of approximately six city parks/beaches and 27 miles of streets, rights-of-way, ditches and gulches. In addition, the Director of Public Works is responsible for performing onsite inspections of contracted public works projects to ensure compliance with city codes, ordinances, plans and specifications. Public Works Directors who are registered Civil Engineers will also assume duties and responsibilities of City Engineer.

The Public Works Department consists of a 11-person maintenance crew and a senior mechanic in charge of fleet located at the city corporation yard. In addition, the Department includes two project managers, one responsible for capital improvements and the other oversees environmental projects both located at City Hall.

The Public Works Director is a key member of the City's leadership team, working closely with the City Manager and other Department Heads to establish the City's overall management approach to complex multidisciplinary issues.

Requirements:

- Graduation from a four-year college or university with a degree in civil engineering, public administration or a closely related field; and
- Minimum of five (5) years of increasingly responsible engineering, public works or parks experience including at least three years in a supervisory capacity; or
- Any equivalent combination of education and experience

Special Qualifications:

- Must possess a valid State driver's license or have the ability to obtain one prior to employment
- Registration as a Professional Engineer is highly desirable



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The Compensation

The salary range for the Director of Public Works is \$11,484 - \$14,004 per month, depending upon experience and qualifications. Benefits include:

Retirement: PERS 2.5% @ 55 for employees with less than a six-month break in PERS-qualified employment. **457 Plan** available through VOYA

Vacation: 12 days/year, increasing to 14 days/year after two years of employment

Administrative Leave: 10 days/year

Sick Leave: 12 days/year, with unlimited accrual

Holidays: 12 days/year, plus 3 personal holidays

Health/Dental/Vision Insurance: the City currently pays \$899/emp., \$1,414/emp. + 1, \$1,826/emp. + 2 per month under a cafeteria plan. Cash in lieu of \$250/month for those covered by another group medical plan

Life Insurance: \$50,000 policy + \$1,500 for each dependent

Flexible Spending Account: Tax-deferred employee contributions that can be applied to specified expenses (for example: child care, dependent orthodontic work, and medical expenses)



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To Apply

If you are interested in this opportunity, please submit an application, your resume, and cover letter by August 15, 2022 at 5 p.m. to:

Renee Demar, Human Resources Analyst

Phone: 831-475-7300

Email: rdemare@ci.capitola.ca.us

Address: 420 Capitola Ave. Capitola, CA 95010

Tentative Timeline

July 18: Applications accepted

August 15: Application deadline (Application, resume, & cover letter must be postmarked or received no later than 5p.m.)

August 24: Oral Board Interview

August 25: Finalist Candidates Interviews

September 26: Tentative Start Date



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