



---

The City of Manteca invites your interest as we recruit our next

# DIRECTOR OF PUBLIC WORKS

---

# THE COMMUNITY: MANTECA

## ABOUT MANTECA

This is an exciting time to be in Manteca. Known as the “Crossroads of California” due to its location between the Bay Area and Sacramento regions, Manteca is in the midst of evolution, both within the walls of City Hall and throughout the community. The City continues to preserve its “small-town” atmosphere and live up to its designation of “The Family City”, yet it is also welcoming progress and modernization as the second fastest-growing city in California.

Sitting seventy-five miles southeast of San Francisco and approximately sixty miles south of Sacramento, Manteca’s location has spurred rapid population growth, transitioning the City from a farming town to a bedroom community populated by Silicon Valley and Sacramento commuters. The shift to work-from-home culture over the past year has augmented the population even further, turning it toward young families and encouraging those former commuters to settle into the Manteca way of life. With a current population of over 87,000 and growing, Manteca is attracting new residents every day with its 70 neighborhood and community parks, public library, municipal golf course, thirteen elementary schools, four high schools and adult education school. Offering both rural and suburban living in its 20.9 square miles, the City provides a balance of diverse housing options, with the median sale price of three- and four- bedroom homes at approximately \$585,000.

Manteca’s prime location along Highway 120 – a major east-west connector from San Francisco to Yosemite National Park – and Highway 99 – one of California’s longest north-south connector freeways – makes this community an ideal location for residents. You could be grabbing dinner on the wharf in San Francisco in just over an hour, or enjoying the great outdoors of Lake Tahoe or Yosemite National Park in under two.

The City of Manteca is also actively investing in the community. From fiber optic infrastructure to Main Street improvements, new CNG distribution facility, California’s first diverging diamond interchange at Union/120 and the construction of a new Fire Station, there is much to love and plenty of opportunity to grow in Manteca for residents and City staff alike.



## MANTECA: A SNAPSHOT



**1918**

*Year incorporated*



**87,000**

*Current population*



**70**

*# of Parks*



**\$585,000**

*Median home price*



# THE OPPORTUNITY: PUBLIC WORKS DIRECTOR

## THE RIGHT CANDIDATE

The ideal candidate is a professional with the highest level of integrity, outstanding judgment, and leadership skills. The Public Works Director will be collaborative, inclusive, tech savvy, committed to accountability and exceptional customer service, and able to motivate and maximize the skills of staff. The ideal candidate will also need to be self-confident, have an open, approachable management style and be comfortable addressing and resolving personnel issues head-on. The position requires someone who has broad experience in public works, is politically astute, a creative problem solver and has a comfort with and a strong desire for interacting with employees, department directors, elected officials, residents, and diverse stakeholders. Demonstrated success in change management to develop a high-performing organizational culture is highly desirable.

### Qualifications

The Director of Public Works will serve as an integral member of the Executive Management Team and oversee maintenance and operation activities as well as the long-range planning of the Department including street and park maintenance, solid waste and recycling collection, water production and distribution, wastewater treatment and collection, fleet maintenance and transit services. A typical way to obtain the knowledge and abilities required would include:

- A minimum of six (6) years of professional level work with related public works systems, operations, and equipment including at least three (3) years in a supervisory capacity.
- Graduation from an accredited college or university with a Bachelor's degree in civil engineering, construction management, or a closely related field.
- A Master's degree in a related field is highly desirable.

## RESPONSIBILITIES & DUTIES

Under general supervision of the City Manager or designee, the Director of Public Works will execute the following roles and responsibilities:

- Provide staff assistance to the City Manager, prepare and present staff reports.
- Assume full management responsibility for all public works department activities. Manage departmental goals, objectives, and priorities for each assigned service area and recommend and administer procedures.
- Select, train, motivate and evaluate assigned personnel, provide or coordinate staff training and implement discipline and termination procedures.
- Oversee and participate in the development and administration of the department budget. Approve the forecast of funds needed for staffing, equipment, materials, and supplies.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures and allocate resources accordingly.
- Effectively communicate with various City departments and outside organizations to exchange information and coordinate project related activities.
- Oversee the bidding of contracts, competency of contractors and vendors, and the selection criteria for public contracts.
- Review legislation and assure compliance with laws, regulations, statutes, and codes that impact Department operations.
- Integrate and direct department staff in regard to required maintenance and repair of the City's Public Works water distribution and waste management collection infrastructure.
- Administer and facilitate the City's water quality permit.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Other duties as assigned.

# COMPENSATION AND BENEFITS:

The salary for the Director of Public Works position is between \$13,619 and \$16,554 monthly dependent upon qualifications. The City also offers an attractive benefits package including:

**STIPEND:** Effective July 1, 2021, employees receive a non-pensionable stipend equal to 6% of their base salary. The 6% stipend can be cashed out or placed into a deferred compensation account. Prorated if hired after July 1, 2021.

**LONGEVITY PAY:** Employees with over five years of continuous employment with the City of Manteca are eligible to be considered for one longevity bonus per year of 10% of one month's base salary. Employees with ten years of continuous employment are eligible for 20% of one month's base salary.

**DEFERRED COMPENSATION/457 PLAN:** Employees may voluntarily contribute to this plan with a minimum contribution of \$10.00 per pay period (both traditional and ROTH options are available).

**RETIREMENT PLAN:** CALPERS 2% @ 60 Classic/Tier 2 Members Employee contribution of 7% plus an additional 8% towards the employer contribution for a total of 15%. 2% @ 62 PEPPRA Members Employee contribution of 50% of normal cost (as determined by annually by CalPERS) plus an additional 8% towards the employer contribution. Retiree Health: Employees will receive the Minimum Employer Contribution as established annually by CalPERS.

**401(a) PLAN:** The City will contribute five percent (5%) to this plan through MissionSquare (formerly ICMARC), and the participant may voluntarily contribute after-tax dollars. Fully vested after 5 years of employment.

**HEALTH, VISION, DENTAL, LIFE INSURANCE:** The City paid contribution to the monthly premium, which includes the MEC, ranges from \$755.00 for single coverage to \$1,990.00 for family coverage; If Employee chooses to decline health insurance coverage, the City will contribute \$450 to the Member's deferred compensation account or cash in lieu of deferred compensation each month. City paid premiums for dental, vision and life insurance; Life insurance equivalent to annual salary +\$10,000.

**LONG TERM DISABILITY:** Provided at no cost to the employee. Maximum monthly income benefit of 66 2/3% of the first \$15,000 of base monthly earnings up to a maximum benefit of \$10,000/month.

**VACATION:** 80 hours of vacation annually up to 4 years of service; 120 hours for 5 to 8 years of service; 152 hours for 9 to 12 years of service; and 184 hours for 13 years and over. Vacation is capped at 2.5 times the accrual rate with no cash out provision (currently under review).

**ADMINISTRATIVE LEAVE:** 120 hours accrued annually. Cap of 300 hours and a yearly cash-out option of up to 80 hours.

**SICK LEAVE:** 8 hours sick leave accumulation per month with no limit on accumulation.

**HOLIDAY BENEFITS:** 11 holidays annually; 2 floating holidays annually.

## SELECTION PROCEDURE

To be considered for this opportunity, please submit a compelling cover letter and resume to Bob Hall at [talent@tripepismith.com](mailto:talent@tripepismith.com) by **November 16, 2021**.

If you have questions about the position or the recruitment process please contact Bob Hall at (714) 309-9104.

*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, a panel interview with select department heads, a core strengths assessment, and final interviews with the City Council. Appointment is subject to completion of a thorough background and reference checks, and a pre-employment medical exam.*

**APPLICATION  
DEADLINE:  
NOV. 16, 2021**

