Public Works Director
City of St. Helena, California
The Community

Known as “Napa Valley’s Main Street”, the City of St. Helena is located in the center of the world-famous wine-growing Napa Valley, 65 miles north of San Francisco. The City is bisected by the Sulphur and York Creeks and the Napa River, and bounded to the west and east by the Howell and Mayacamas Mountains, respectively.

From inception, the City of St. Helena has served as a rural agricultural center. As of 2021, City’s population is 6,070, however the population consistently fluctuates due to daily tourism and visitation to St. Helena’s exquisite hospitality and lodging establishments, and individuals travelling to St. Helena for their occupation. The City also serves as the regional economic and social anchor for the nearby unincorporated communities of Angwin and Deer Park as well as a commercial development near the intersection of Zinfandel Lane and State Highway 29.

Over the years, the City has become an important business and banking center for the growing and developing Napa County wine industry. St. Helena is home to the Culinary Institute of America, boasts beautiful vineyards, world-class wineries, tasting rooms, dining, and lodging, a vibrant, bustling downtown, and inherent scenic qualities.

The City of St. Helena strives to embrace and maintain its historic, small-town atmosphere, beautiful natural environment, and provide quality services and a high-quality of life to its residents. To learn more about this charming city, please visit the City of St. Helena website at www.cityofsthelena.org.

The Organization

First incorporated in 1876 and reincorporated in 1889, the City of St. Helena is a full-service, general law city and operates under the Council-Manager form of government. The City Council consists of four Council Members elected at large serving staggered, four-year terms, and a directly elected Mayor who serves a two-year term. The Council appoints the City Manager who is responsible for the efficient execution of Council adopted policies through various departments including Administrative Services, Community Development, Fire, Library, Parks & Recreation, Police, and Public Works.

St. Helena’s FY 2023/24 General Fund budget is $20.1 million with a total budget of $56.5 million, which includes Capital Improvement Funds and Water and Wastewater Enterprise Funds.

The Department

The Public Works Department designs, builds, operates, maintains, cleans, and improves the City’s infrastructure and public rights-of-way including streets, storm drains, parks, fleet, government buildings, water distribution, water treatment, wastewater collection, and wastewater treatment. The department facilitates environmental compliance including stormwater pollution prevention, sustainability, protection of public trees, and floodplain administration. In addition, the Public Works Department is a key responding entity in emergencies involving the City’s infrastructure and facilities, as well as weather-related emergencies and other disasters that have the potential for adverse impacts to public health or the environment.

The Engineering Division coordinates and supervises the design and construction of the City’s public facilities including issuing Calls for Bids and Requests for Proposals, negotiating contracts, and making recommendations for award, and coordinates interdepartmental activities related to the design and construction of projects and supervise and inspect construction contracts throughout life of the project.

The Public Works Department oversees 26 miles/51 “Lane Miles” of Streets, about 65,000 square feet of government building space, over 40 vehicles and various equipment, 45 miles of water systems, 24 miles of sewer systems, 33 storm drain outfalls, 120 acres of parks, 4 pathways, and a Wildland Urban Interface. In addition, at nearly 40% of the City’s water supply, the Water Treatment Plant treats 1.5 million gallons
per day while the Wastewater Treatment Facility treats an average dry weather flow of 0.4 mgd. The CIP Budget has a projected budget of $57M over 6 years, with $31M provided in the first 2 years.

The department consists of 29 full-time employees, has a budget of $14.2 million and is committed to responding to the needs of our community by providing the public systems necessary to create, enhance, and protect the quality of life that is uniquely St. Helena.

**The Position**

Reporting to the Public Works Director, the Assistant Public Works Director will assist in planning, directing, managing, and overseeing the activities and operations of the Public Works Department, including all Corporation Yard operations, Water Treatment, production, and distribution, and Wastewater Treatment and collections. Additional duties include contributing to the development and implementation of the departmental CIP & budget; overseeing the administration of contracts related to operations; collaborating on the impacts of both CIP projects and private development on public infrastructure including visiting and inspecting construction/work sites; overseeing operations staff seasonal work plans; and serving as an expert and point of contact for regulatory and enforcement matters with external agencies.

In Fiscal Year 2024, there is a total of 43 CIP projects and 19 projects are anticipated for the upcoming Fiscal year 2025, which include 1 Civic project, 3 Streets projects, 10 Water projects, 3 Wastewater projects, and 2 Stormwater projects with a projected budget of $12.7m. A couple of significant development projects that could break ground during FY25 include the Hunter Development residential development and the Adams St Hotel luxury resort.

**The Ideal Candidate**

The Public Works Director seeks a strong leader with experience and knowledge of maintenance operations to lead the newly restructured department in this newly formed position. The Assistant Public Works Director will oversee the Corp yard functions, including maintaining roads, streetlights, parks, fleet vehicles and equipment, the City’s wastewater treatment facility, sewer collections and the water production/distribution system. The successful candidate brings experience in construction, operations and maintenance and an ability to learn a diverse platform of operations.

The successful candidate will assist the City to efficiently deliver public services while maintaining existing infrastructure and will exercise competent judgment and discretion in the administration of the day-to-day operations, perform diverse, specialized, and complex work, while providing highly complex and responsible support to the Public Works Director.

The new Assistant PW Director will engage with regulators regarding permit compliance, report compliance, and ensure the City’s compliance with various State & Federal environmental regulations and reporting requirements. This candidate will have a high level of technological aptitude to support and lead the City’s efforts to bring a variety of systems online to efficiently and effectively meet permit and regulatory compliance.

The ideal candidate will be a hands-on, self-starter, with a proactive, relationship-based and inspirational managerial approach and an active communication style. The successful candidate will be empathetic, fair and a champion of employees and will be expected to facilitate a team-oriented and collaborative work environment focused on employee training and development. As a demonstrated leader, the ideal candidate will bring a proven track record of affecting culture change and encourage, coach, and mentor staff to consider innovative approaches in day-to-day operations and will have the ability to effectively communicate with a variety of stakeholders, from field staff, to residents, to regional partners. Strong operational experience in all facets of Public Works is required, as is a supportive and communicative management style.

A combination of education and experience for this position includes a Bachelor's Degree in Public Administration, Environmental Engineering or Civil Engineering, Water Resources, Environmental Science, or related field, and five (5) years of increasingly responsible experience in water-related Utility Operations, Water/Wastewater Compliance, Public Works, or a related field, including three (3) years of administrative and supervisory responsibility.
The Recruitment Process

Please submit your cover letter and resume (including month/year of employment) via our website:

Peckham & McKenney
www.peckhamandmckenney.com

Please do not hesitate to contact Maria Hurtado toll-free at (866) 912-1919, by cell at (831) 247-7885 or via email at maria@peckhamandmckenney.com, if you have any questions regarding this position or the recruitment process..

Compensation and Benefits

The salary range for this outstanding opportunity is $147,998 - $179,892. Placement within this range is dependent upon qualifications. In addition, the City offers an attractive benefits package, including:

Retirement: The City participates in the California Public Employees’ Retirement System (CalPERS) with a 2% at 60 formula for Classic members and 2% at 62 for new PEPRA members.

Deferred Compensation: City matches employee contributions up to $200 per month (City offers deferred compensation program through MissionSquare).


Medical Plan: Premiums fully paid by City for employee & dependents.

Dental & Vision Plans: Premiums fully paid by the City.

Holidays: 12 paid holidays per year plus 2 floating holidays for the first 5 years of service, then increases to 5 floating holidays.

Sick Leave: 12 days per year.

Vacation: Starting at 10 days per year (increases with years of service).

Executive Leave: Up to 10 days per year.

Bereavement Leave: Up to 5 days per year.

Life Insurance: Provided coverage up to $50,000; employee may elect to increase add $20,000 at their own expense.

Short-Term Disability Insurance: City will pay cost for employee to participate in State Disability Insurance (SDI) Program.

Bilingual Pay: For Spanish Only, 2.5% of base salary for verbal and 5% for both verbal & written.

Tuition Reimbursement: Up to $1,500 for reasonable cost of tuition and/or materials per fiscal year.

Health Club Membership: City will pay one-time membership fee of $25 toward employee enrollment.

St. Helena Charity-Based Events Reimbursement: City will reimburse up to $750 per calendar year for eligible Charity Event tickets related to employee’s role.

Pay for Performance: Eligibility for a Pay for Performance program after employment with the City for at least twelve (12) months at of the time of their annual evaluation which provides a performance bonus up to $1,000.

The City of St. Helena is an Equal Opportunity Employer.

Search Schedule

Filing Deadline...................................................... August 1, 2024
Preliminary Phone Interviews
w/Recruiter...................................................... August 14 & August 15, 2024
Recommendation of Candidates......................... August 22, 2024
Finalists Interviews:
• Virtual Panel Interviews................................. September 4, 2024
• Finalist(s) In-Person Interview w/Director......... September 6, 2024

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

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