



Public Works Director

City of Carmel-by-the-Sea

Filing Deadline: Open until filled





Carmel-by-the-Sea – A Village in the forest by the Sea

First incorporated in 1916, Carmel-by-the-Sea is a community founded by artists and writers. Carmel-by-the-Sea is supported by the diligent efforts of dedicated, hardworking citizens and their elected and appointed officials. Residents take an active role in preserving the quality of life unique to this community. Located in northwest Monterey County, California, along the Pacific Ocean, Carmel is a city rich in coastal resources, cultural heritage, and historical interest that attracts nationwide and international visitors. The City is renowned for its rich beauty and prides itself on its white sand beach, luxuriant landscaped bluffs, verdant urban forest, natural parklands, roadside greenbelts, and its dedication to the arts. The absence of formal sidewalks in the residential district contributes to the forest-like atmosphere, with its abundance of over 80 acres of parks located throughout the City. Since the turn of the century, Carmel has been a mecca for artists, writers, actors, and playwrights. Each year, visitors are drawn to the diversity of festivals and events created to honor and enhance the creative traditions of Carmel. Carmel's residents are passionate and proud of their community and its celebrated cultural contributions. The Carmel Beach Festival, Monterey County Symphony, and the Sunset Presents are just a sampling of events presented at Sunset Cultural Center by professional artists from Carmel and around the world.

Surrounding Amenities

The Del Monte Forest, with the famous Pebble Beach Golf Course, 17-Mile Drive, wild deer, and lavish mansions, physically separates Carmel from the City of Monterey, home of the Monterey Bay Aquarium. The Big Sur Coast and Ventana Wilderness stretch for 26 miles south of Carmel along the spectacular Highway 1. Point Lobos State Reserve, just 3 miles south of the City, is called "the greatest meeting of land and water in the world," inspired Robert Louis Stevenson while writing *Treasure Island*, and has been inspiring visitors ever since. The country setting of Carmel Valley, drenched in the warm sun, is 12 miles east of Carmel and presents many of the area's finest hiking, picnicking, horseback riding, golfing, and opportunities for exploration. Quaint shops and restaurants adorn the streets of the business district. One can also find excellent lodging, outstanding recreation, fine dining, and specialty shops.

Residents have long embraced the tradition of daily walks to the U.S. Post Office in lieu of home mail delivery. This tradition of meeting one's neighbors and exchanging local information contributes significantly to the spirit of the community. Residences are known by their home's physical location, not a standard street address, which creates unique challenges for the provision of public services. As with many communities, Carmel-by-the-Sea has citizens that want to preserve many unique traditions and heritage, while others focus on property revitalization that retains the design character of the community.

Carmel-by-the-Sea has over 800 businesses that provide a wide array of high-end products to residents and tourists alike; however, in 1929 a City Ordinance clearly established that business activity would be forever subordinate to the residential character of Carmel. Residents of Carmel recognize and appreciate the value of commerce and tourism to the City, while also maintaining a strong commitment to preserving the residential character that the city is renowned for. Both residents and the broader community consider the benefits of commerce carefully, weighing them against potential negative impacts to the close-knit nature and residential setting of the area.

The City Organization

A five-member City Council governs Carmel-by-the-Sea based upon a common priority of ensuring that the splendid quality of life and unique character of the area is protected and maintained. Chip Rerig, the City Administrator, oversees the day-to-day management of approximately 93 highly capable full-time City staff and works with the City Council to carry out their policies. Carmel-by-the-Sea provides an extremely high level of service to its residents and visitors, with an annual budget of approximately \$30 million.

Public Works Department

The mission of the Public Works Department is to plan, design, construct, operate, and maintain public infrastructure, streets, sidewalks, storm drains, building facilities, the urbanized forest, parks, and beach that contribute to the health, safety, and well-being of the Village. Public Works consists of an administrative unit and five operating divisions with responsibilities as follows:

Administration Unit: prepares Council agenda reports, monthly status reports, and annual 5-year Capital Improvement Plan, make presentations, serves as Executive Team liaison to the Forest and Beach Commission and on the Transportation Agency for Monterey County (TAMC) Technical Advisory Committee (TAC) and Traffic Safety Committees, liaison to volunteer groups throughout the City, performs engineering services, and provides administrative support, budgeting, scheduling, and performance oversight of the operating divisions.

Environmental Compliance: enforces State storm water quality and waste reduction/recycling regulations, oversees the City's waste hauler contract, implements Climate Action and Adaptation Plan projects, serves on ReGen Monterey and Monterey Regional Stormwater Management Program Technical Advisory committees, manages sensitive projects in the North Dunes and Mission Trail Nature Preserve (MTNP), evaluates energy reduction initiatives, and coordinates with partners on resiliency, environmental, and sustainability-focused projects.

Facilities Maintenance: maintains and repairs 20 City-owned buildings and facilities with 137,000 square feet, including eight historic buildings nearly 100 years old, supports facility renovation capital improvements, oversees janitorial contract, obtains quotes and manages building trade contractors, implements ADA projects, and performs annual fire safety apparatus, generators, and backflow inspections.

Forestry, Parks and Beach: performs tree management for 10,000+ City trees, including planting, pruning, and removal services, prepares reports and presentations for Forest & Beach Commission meetings, maintains eight City parks, Carmel Beach, open spaces, and landscaped islands, collaborates with volunteer organizations, processes tree removal/pruning permits, reviews private development applications, manages multiple on-call tree care and landscape maintenance service contractors, and provides emergency response during storms.

Project Management: implements planning, engineering, design, public bidding, and construction of capital improvement projects, including transportation, drainage, and facility renovation projects, performs condition assessments, manages consultants and contractors, coordinates with utilities and other City departments, prepares special conditions of approval for major encroachment permits, checks technical reports and plans, obtains permits, and prepares specifications, contract documents, and cost estimates.

Street Maintenance: supervises Public Works field personnel, prioritizes and allocates equipment, tools, and material resources, repairs streets, potholes, sidewalks, curbs, fencing, storm drainage system, berms, traffic signs, striping, and pavement markings, performs street sweeping, provides fleet maintenance services, reviews utility and encroachment permit applications, supports City events, and provides emergency response.

The Fiscal Year 2024/25 Public Works Budget totals \$6.54 million and is supported by 25 full time positions. The Department also oversees the overall programming and execution of the City-wide Capital Improvement Program which currently consists of 26 projects valued at \$12.18 million.

Primary goals for the Department over the next two years include:

- Complete the Coastal Engineering Study, including impacts due to climate change and sea level rise, adoption of a Local Coastal Program Amendment, and execution of the first batch of shoreline infrastructure repair projects.
- Complete the Carmel Forest Management Plan and updating the City's Tree Ordinances.
- Continue making progress in the three-year plan to remove 1,000 dead or very poor condition trees, over 600 stumps, and replanting.
- Oversee the design of a major renovation of the Police and Public Works Building.
- Support development of the Harrison Memorial Library renovation project.
- Execute high priority drainage improvement projects identified in the Storm Drain Master Plan.
- Oversee construction of \$5+ million investment in asphalt and concrete street improvements using "shovel ready" plans.



The Ideal Candidate

The City of Carmel-by-the-Sea is looking for a Public Works Director with strong management skills and visionary leadership. The new Director will be results-oriented with a successful project management track record and the ability to prioritize and delegate tasks effectively. They will be able to lead and oversee multiple divisions within the Department and collaborate to build capacity, implement programs, and drive change. The Public Works Director will have a proven ability to establish credibility and gain the trust of diverse stakeholders, including elected officials, staff, and community members. The Director will possess excellent communication and interpersonal skills, demonstrating the ability to build consensus and inspire action. The Public Works Director is a working manager who enjoys training, mentoring, and engaging with staff and the community.

The Public Works Director reports to the City Administrator. Learn more about the Public Works Department at www.ci.carmel.ca.us/public-works.

The ideal candidate will possess the following characteristics:

- Strong management and supervisory experience with the ability to lead, train, and mentor a diverse team and foster a culture of teamwork, collaboration, open communication, trust, and accountability.
- Results-oriented and confident leader with strong communication skills, including public speaking, writing, listening, persuasion, and facilitation.
- Experience presenting to elected and appointed officials, the public, and other stakeholders.
- Strong interpersonal skills to effectively communicate, interact, and work with colleagues.
- Passion for leveraging technology to modernize operations and improve efficiency.
- Passion for learning and expanding job-related professional knowledge and skills.
- Passion for government work and commitment to customer service.

Education and Experience

In addition to the requirements below, the City Administrator is particularly interested in candidates who will bring a creative and innovative management style that is proactive in addressing issues that impact the unique community of Carmel-by-the-Sea.

Experience: Five years of responsible experience in municipal public works including three years of management and supervisory experience. Two years of related experience at the level of Assistant Public Works Director, City Engineer, or Senior Project Manager is highly desirable.

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering, mechanical engineering, architectural engineering, or a related field. A relevant Master's Degree is desirable.

License or Certificate: Possession of, or ability to obtain, registration as a Professional Engineer in the State of California within 12 months from hire. Possession of, or ability to obtain, an appropriate, valid driver's license.

Residency Requirement: Appointment to this position does not require residency within the City of Carmel; however, residency within Monterey County is recommended for an easier commute. Potential candidates outside the area are strongly encouraged to research the cost of housing and overall cost of living in the area before applying.

Compensation and Benefits

The salary range for this position is \$189,824.63 to \$221,858. Salary is negotiable depending on qualifications and experience. Carmel-by-the-Sea offers a comprehensive employment package with a full range of benefits including:

Retirement – The City contracts with the California Public Employees Retirement System (CalPERS), for the provisions of its retirement benefits. As defined by the Public Employees' Pension Reform Act of 2013 (PEPRA), classic members will receive retirement benefits under the 2% @ age 60 plan and new members (new enrollment after 1/1/2013) will receive retirement benefits under the 2% at age 62.

CalPERS Employee Member Contribution – Employee pays the full required employee CalPERS contribution and a portion of the employer share contribution, which is currently a total of 10% for Classic Members and 10.75% for New Members. The City does not participate in Social Security.

Deferred Compensation Plan (IRS 457) – City contributes a minimum of \$100 monthly.

Health Insurance – Medical coverage is available through CalPERS (PEHMCA). City contributes 85% to monthly premium. City-paid Dental, Vision, Long Term Disability, and Life and Accidental Death and Dismemberment insurance coverage.

Management Leave – 80 hours/year. Vacation & Sick Leave – Accrue at a rate of 80 hours annually for the first 1-4 years of service and increases thereafter up to a maximum accrual rate of 176 hours annually for vacation and accrue 96 hours annually for sick leave.

Holidays – Twelve paid holidays per year.

Application and Selection Process

This is a continuous recruitment. To be considered for this opportunity, upload cover letter, resume, and a list of six professional references using the "Apply" feature at www.governmentjobs.com/careers/carmelca/.

References will not be contacted until mutual interest has been established. Selected candidates will be invited to participate in a panel interview, followed by on-site finalist interviews. Candidates may discuss the Public Works Director position directly with Marisa Bermudez, Senior Human Resources Analyst at (831) 620-2007.

The City is an equal employment opportunity employer. Candidates with a disability who may require special assistance in any phase of the application or selection process can contact (831) 620-2007. The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.