

EXTENDED DEADLINE



The City of Palos Verdes Estates  
invites you to apply for

# PUBLIC WORKS DIRECTOR



*The City of Palos Verdes Estates is looking for a public works professional ready to join a high-energy, collaborative and passionate team. The ideal candidate is a strategic thinker, an effective communicator and a collaborative leader with strong problem-solving skills, capable of working under deadlines and managing multiple complex projects while maintaining strong relationships with city officials, consultants and the public.*

*If you are a hard-working and dedicated public works leader, this is the perfect opportunity for you. Learn more within.*

# ABOUT PALOS VERDES ESTATES

The City of Palos Verdes Estates (PVE) is a beautiful coastal city with some of the best scenic views in all of Los Angeles County. PVE is an ideal location with low crime rates and housing density, preserved open space, rural character and endless outdoor activities. The ocean and rolling hillsides offer picturesque hiking while manicured neighborhoods combine scenic charm with a small-town flare.

PVE is an idyllic community, perfect for families given its exceptional school district. In 2022, Palos Verdes Peninsula High School achieved national recognition, ranking among the top 40 high schools in California.

Palos Verdes Peninsula Unified School District (PVPUSD) is also ranked as:

**#2**

**Best School District in  
Los Angeles County**

**#4**

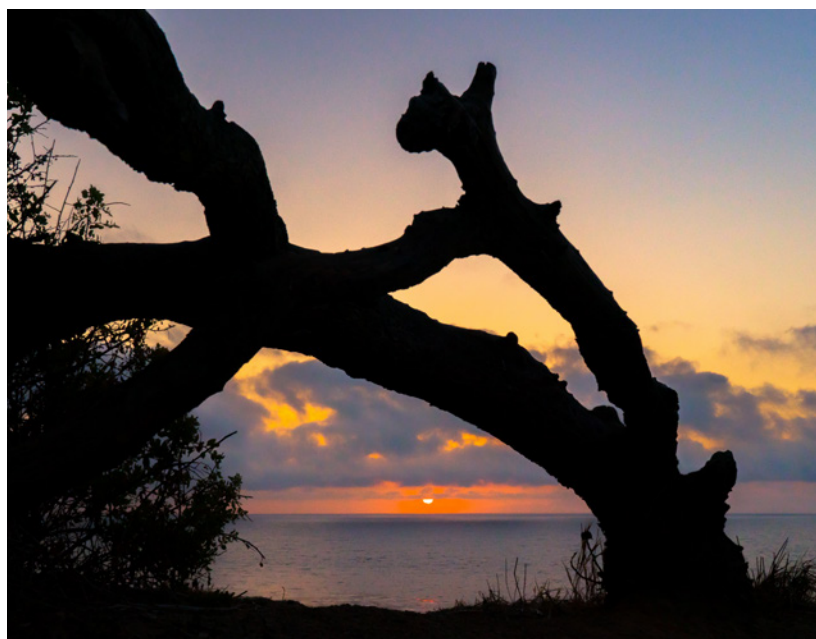
**Best Places to Teach in  
Los Angeles County**

**#6**

**Best School Districts in  
California**

Not to mention, PVPUSD offers exciting incentives to those employed with the city: they have the option to enroll their children in the District, even if they reside outside of the City.

[Palos Verdes Estates](#) has something to offer everyone. With breathtaking ocean views and stunning natural landscapes, Palos Verdes Estates is an ideal place to live, work and play and has been continually recognized as one of the most desirable places to live in southern California.

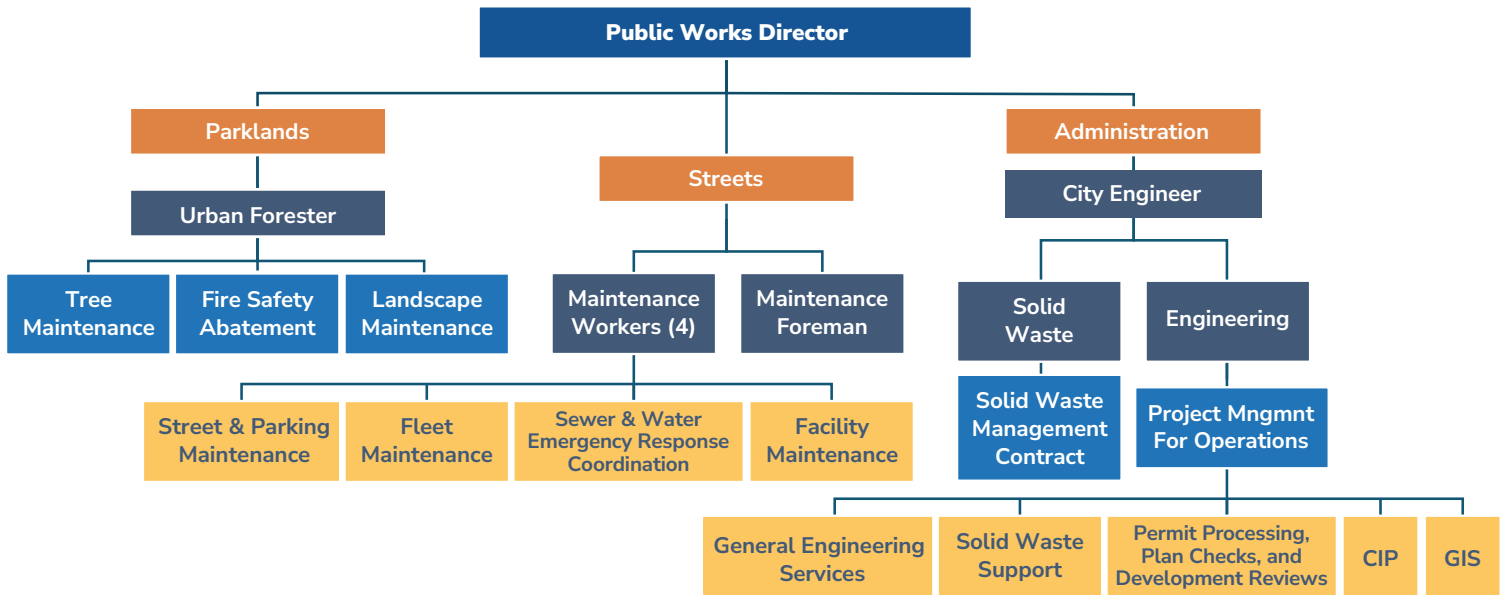




# THE PUBLIC WORKS DEPARTMENT

The [Public Works Department](#) plays a vital role in maintaining and improving the infrastructure and services that help sustain the high quality of life in Palos Verdes Estates. From streets and pathways to parklands and city facilities, the Public Works Department is committed to ensuring safety and functionality across the community.

The Public Works Director manages all projects and activities within the public right-of-way—this includes streets, sidewalks, pathways and parkways. The Director leads an Urban Forester, four streets and parks Maintenance Workers led by a Maintenance Foreman, consultant city engineer, and contract engineering services to ensure these public areas are safe, accessible and well-maintained for residents, businesses and visitors. Public Works is also responsible for essential services including utility installations, stormwater management and sewer system upkeep.



## THE DIRECTOR'S AREAS OF RESPONSIBILITY

**Streets and Parklands:** Managing green spaces, city parks, facilities, street maintenance, traffic management and parking.

**Trees and Landscaping:** Maintenance and fire safety abatement.

**Administration:** Handling permits, project coordination and providing support to the Parklands Commission and Traffic Safety Committee.

### Example Projects within the Public Works Department

- » Sewer Master Plan
- » Tree Inventory and Management Plan
- » Ground Water Intrusion Project
- » Major Corridor Traffic Improvement Project
- » Bluff Improvement Project

# ABOUT THE POSITION

## THE ROLE

The Director of Public Works oversees and manages public infrastructure and municipal engineering services, providing leadership to the Public Works Department. Reporting directly to the City Manager, the Director ensures the effective delivery of essential services such as street and facility maintenance, traffic safety, refuse collection and capital improvement projects. This position is responsible for planning, coordinating and administering public works projects, managing engineering design and working closely with city staff, consultants and community members to ensure that development aligns with city policies and environmental regulations. Additionally, the Director manages the Department's budget and leads efforts to obtain grants and represent the city in regional and state technical committees.

## THE IDEAL CANDIDATE

The City of Palos Verdes Estates is looking for a public works professional ready to join a high-energy, collaborative and passionate team. The ideal candidate will embody respect and kindness in all interactions, treating community members, colleagues, City leaders, and external partners with professionalism and empathy. A strategic thinker, an effective communicator and a collaborative leader, the ideal candidate will have strong problem-solving skills capable of working under pressure and managing multiple complex projects while maintaining strong relationships with city officials, consultants and the public. This individual will bring proven expertise in managing public infrastructure projects, overseeing contract administration, ensuring environmental compliance and creatively securing grants to maximize resources.

[See the full job description here.](#)

## KEY TRAITS FOR SUCCESS

- » **Communicative:** The ideal candidate will be approachable, transparent and proactive in their communication. With a strong customer-service mindset, they will be responsive to residents' concerns and inquiries. They will clearly articulate City goals, outline actionable plans and ensure that both staff and the community are well-informed about progress and outcomes.
- » **Collaborative:** The ideal candidate will excel in building consensus and fostering teamwork across City departments, as well as with external agencies. They will cultivate relationships with the City Council, City staff, public agencies, boards, commissions and the community, ensuring alignment and effective collaboration on shared goals.
- » **Devoted:** The ideal candidate will be passionate about public service, bringing enthusiasm and dedication to every aspect of their work. They will approach challenges with energy, a positive outlook and a commitment to delivering the highest standards of excellence in service to the community.
- » **Kind:** The ideal candidate will embody respect and kindness in all interactions, treating colleagues, City leaders, community members and external partners with professionalism and empathy.

# QUALIFICATIONS & REQUIREMENTS

## Experience and Education

- » Equivalent to a Bachelor's degree from an accredited college or university with major coursework in public administration, business administration, civil engineering or related field.
- » At least four years of responsible management and supervisory experience.
- » Six years of increasingly responsible experience involving civil engineering work, review of private development projects, and public works maintenance including streets, parks, trees, storm drains and facilities.

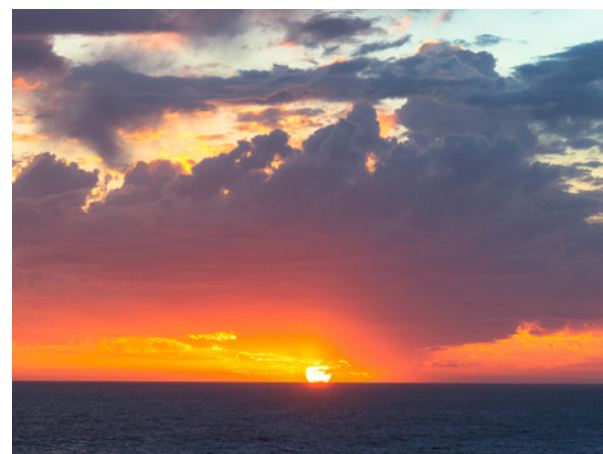
## Licenses, Certificates and Special Requirements

- » Class C California Driver's License, acceptable driving record and evidence of insurance.
- » Certificate of Registration as a Professional Civil Engineer issued by the California State.
- » Board of Registration for Professional Engineers is desirable, but not required.

# COMPENSATION & BENEFITS

The annual base salary range is \$128,820-192,600.

- » **Medical:** The City contributes \$1,773.00 towards medical and dental insurance. Medical options include Blue Shield PPO and EPO; Kaiser HMO.
- » **Vision Insurance:** 100% paid for employees.
- » **Retirement:** CalPERS enrollment in which classic members receive 2% at age 55 and new members 2% at age 62. Mission Square 401K and 457 Plans.
- » **Vacation:** 96 hours per year and increasing to 160 hours as tenure increases.
- » **Holiday Leave:** 8 paid holidays per year.
- » **Floating Holidays:** 2 floating holidays per year.
- » **Sick Leave:** 96 hours per year.
- » **Administrative Leave:** 108 hours per year.
- » **Annual Certification Bonus:** \$260 per month for having and maintaining the status of Registered Civil Engineer.
- » **Vehicle Allowance:** \$375 per month
- » **Other Benefits:** City paid Life Insurance, AD&D / Critical Illness, Short Term / Long Term Disability and Employee Assistance Program. Voluntary Flexible Spending Plans and AFLAC insurances.
- » 4/10 work schedule with three-day weekends!





## HOW TO APPLY

To be considered for this position, please immediately submit your resume and cover letter to Christine Martin at [Talent@TripepiSmith.com](mailto:Talent@TripepiSmith.com). Open until filled, **first round of review on December 3.**

After the submission deadline, candidates will be screened for qualifications. If you require additional information or have questions, please contact Christine Martin at 949-993-6531.