



City of
HIGHLAND
California

invites your interest in the position of

**Public Works Director/
City Engineer**



Recruitment Services Provided by
Ralph Andersen & Associates





The Opportunity!

The City of Highland is looking for a Public Works Director/City Engineer to oversee a small staff in five key divisions – engineering, capital projects, development review, public services, and maintenance and operations. The previous Director was recently promoted to City Manager which created this unique opportunity for an energetic, forward-thinking professional to lead and manage in a dynamic and collaborative environment.

The Community

Highland's modern history began in the late 1850's when the Cram brothers settled in what is now known as Highland. The Cram's discovered that the soil produced excellent oranges and planted many of the groves that are still in existence today.

A small community called Messina began forming at Base Line and Palm Avenue in the 1870's, but the town name was changed to Highland in 1883 when a settlement was begun at Palm Avenue and Pacific Street. When the Santa Fe Railroad put in a depot at Palm and Pacific in 1891, the area became firmly entrenched as the town's center and its buildings and houses remain largely intact today. The original town site has been called one of the best-preserved examples of a citrus town in California.

Highland became a well-known citrus region and remained so until the 1930's when the railroad ceased operation and the citrus industry was hit with a recession. The citrus industry never fully recovered in the area, and the community grew slowly over the next 20-30 years.

The next big change came in the early 1980's when Mobil Oil's master planned community of East Highlands Ranch began construction. East Highlands Ranch contains more than 1,760 acres with an eventual dwelling built out of 2,760 units. Many areas outside of East Highlands Ranch have housing options offering opportunities for the first-time home buyer to the upscale buyer. The rural atmosphere and proximity to the mountains have made Highland an attractive location in which to live.





Governing Structure

The City of Highland (City) was incorporated on November 24, 1987, and is located at the foothills of the San Bernardino Mountains in the heart of the Inland Empire. San Bernardino County along with Riverside County makes up the Inland Empire, one of the largest regions in the United States. Highland has a current population of 55,984 people and is approximately 18 square miles.

Highland is a general law City and operates under the council-manager form of government. The City Council consists of five members. The Mayor and Mayor Pro Tem are selected annually by the City Council. As the legislative body for the City, the Council is responsible for adopting ordinances and resolutions, adopting the budget, setting fees, appointing committees, hiring the City Manager, providing policy direction to staff as well as various other duties. The City Manager is responsible for conducting the policies and direction of the Council along with overseeing the daily operations of the City.

The City provides a full range of services which include police protection, fire suppression, paramedic services, animal control and licensing, the construction and maintenance of streets and infrastructure, planning and zoning, building and safety, engineering and inspection, project management of the CIP Program, public services, code enforcement, business licensing and general administration. Other services that are within the City boundaries are provided by San Bernardino County, San Bernardino Valley Water Conservation, San Bernardino Unified School District, Redlands Unified School District, The YMCA of the East Valley, American Medical Response, and East Valley Water District.

The 2023-2025 Adopted Biennial Budget is broken out by the three Agencies. The City's portion of the FY 2023-2024 Adopted Budget is \$89,774,950 (\$50,156,000 of this is for capital purchases and capital construction).

For more information about the City of Highland, please visit their website at www.cityofhighland.org.

THE CITY OF HIGHLAND MISSION AND VALUES

Highland is dedicated to the betterment of the individual, the family, the neighborhood and the community. The City Council and the staff of the City of Highland are dedicated to providing the quality of public facilities and services that its citizens are willing to fund and will do so as efficiently as possible.

This Mission is established to reflect the following beliefs which represent the predominant beliefs of the community. They express what matters most in the conduct of public affairs affecting the citizenry of Highland.

RESPONSIBILITY

Everyone in the community has rights and is responsible for their own actions.

NEIGHBORHOOD STABILITY

Neighborhood stability and a sense of ownership are to be encouraged and strengthened.

SERVICE

Volunteer service is a valued community resource.

VISION

The community has a vision of the future and how it will get there.

ACCOUNTABILITY

Public resources and finances are to be stewarded carefully and conservatively-we live within our means and will not place huge debts on future generations.

FAMILY

Families are the basic unit of society and the essence of what makes our community. All values should be encouraged at this family level.

CREATIVITY

Creative solutions are the norm, not the exception.

Organizational Overview

The Council appoints the City Manager and the City Attorney. The City Manager serves as the Chief Executive Officer and is responsible for appointment, development, and management of all Department Directors.

The City of Highland is a financially stable city that has proven resilient in economic downturns, and its entrepreneurial spirit ensures that it takes maximum advantage of economic opportunities. City services are delivered with the assistance of over 38 full-time staff and a General Fund budget of \$39.6 million for FY 2023-2024. The City's Capital Improvement Program budget of \$50.2 million is allocated for improvements of streets, storm drains, parks, and facilities.

The biennial budget serves as the foundation for the City's financial planning and control. As part of each budget year, the goals and objectives of the City Council are incorporated into the Work Program. The Work Program is then used when preparing the budget in order to prioritize and fund projects.

The City of Highland contracts for a wide range of municipal services including police services which are contracted with San Bernardino County; engineering, construction management, and building inspection services and animal control. Fire protection services are provided by the California Department of Forestry.

In addition to the City Manager's Office, the City has the following departments:

- ◆ Administrative Services
- ◆ Public Works
- ◆ Community Development
- ◆ Public Safety (contract)

The City of Highland is a well-balanced contract City and prides itself on having a responsive municipal government to match its strong sense of community. City employees work as a team in delivering high quality customer service to its citizens, and hands-on involvement from supervisors and managers ensure excellence for its residents and businesses.

To view the Public Works Organizational Chart, click [here](#). To view the City's Organization Chart, click [here](#). To review the City's Work Program, click [here](#).



Overview of the Position and Responsibilities

This opportunity to join Highland is the result of the promotion of the previous Director to City Manager. This at-will exempt management position, reports to the City Manager, and serves as the head of the Public Works Department. This position also functions as a valued and contributing member of the City Manager's management team.

The Public Works Department includes the following divisions:

- ◆ Engineering
- ◆ Capital Projects
- ◆ Development Review
- ◆ Public Services
- ◆ Maintenance & Operations

The Engineering and Development Review Divisions are staffed by an Assistant Public Works Director, Senior Civil Engineer, Assistant Engineer, and an Engineering Technician II. These Divisions are responsible for transportation planning, traffic engineering, grants, conditions of approval, plan checking, and inspection of grading, street, traffic, and storm drain improvements associated with development projects. The Assistant Public Works Director is responsible for managing land development and supervising the Public Works and Public Services Managers.

Position and Responsibilities *continued*

The Capital Projects Division is responsible for the planning, funding, design, right-of-way acquisition, and construction of capital improvement projects. The City's on-call engineering firms provide Project Management services to assist with the Capital Improvement Program. The Public Works Director/City Engineer provides oversight of the Capital Projects Division. The City has an aggressive 5-Year Capital Improvement Program with total expenditures over \$227 million, 52% are paid for from grants and 25% from other agencies.

The Public Services Division is led by the Public Services Manager. Other staff members include a Public Services Coordinator, Community Volunteer Coordinator, and a Code Compliance Officer. The main responsibility of the Public Services Division is to oversee mandates of State and Federal programs including managing all aspects of solid waste and serving as the primary coordination point for the City's National Pollution Discharge Elimination System (NPDES) program.

The Maintenance & Operations Division has a staff of 7 which includes a Public Works Manager and 6 maintenance workers (of differing titles & levels). The Maintenance & Operations Division staff manages the maintenance of city facilities, city fleet, graffiti, and roads. Other responsibilities are managing maintenance contracts for traffic signals, streetlights, storm drains, signing and striping, concrete repairs, parks and trails landscape, and tree trimming.

Key responsibilities of the Public Works Director/City Engineer include:

- ◆ Appear before City Council, commissions, boards and committees, and other governmental regulatory agencies to provide data and recommendations on public works and engineering matters affecting Highland. Represent the City on regional and state technical and engineering committees.
- ◆ Manage the Capital Improvement Program through planning, design, construction, and contract administration and inspection including identifying and securing federal and state grant funds.
- ◆ Establish annual performance objectives for the Public Works Department and monitor results.
- ◆ Develop and administer the budget for the Public Works Department and assure optimum service levels within the constraints of the budget.
- ◆ Motivate, mentor, and retain a competent and motivated work force by providing leadership, training, and establishing evaluating metrics, individual goals, and department-wide objectives.
- ◆ Maintain professionally active to address best practices, enhanced public works programs, procedures, and expanded uses of technology.
- ◆ Regularly attend City Council meetings which are held once per month on the second Tuesday of the month.

Challenges and Opportunities

Top priorities for this position include continuing to streamline project priorities, continuing improvement of management of the Capital Improvement Program, and completion of long-term projects and deferred maintenance.

Other opportunities to excel include the new Public Works Director/City Engineer embracing and continuing to promote the following:

- ◆ Collaboration. The Public Works Department's role in providing capital projects delivery services to all city departments provides a unique opportunity to work collaboratively with the Director's peers on the most significant projects. This collaboration requires a strong investment in genuine relationships and value demonstration that serves the best interests of all involved.
- ◆ Capacity. Highland's high activity level and robust activities translates to a high performance and high-output Public Works Department.
- ◆ The Public Works Director/City Engineer must continually innovate and take the lead executing solutions, as needed. The new Director will lead a small department and contractors. Addressing the increasing demands for service delivery is an important ongoing expectation of the Director.
- ◆ For a municipal organization that relies so heavily on contracts to get its work accomplished there are opportunities to enhance staff capabilities in contract management.
- ◆ The Public Works Director/City Engineer often plays a pivotal leadership role in nurturing current relationships and coordinating resources, particularly with local agencies such as the East Valley Water District, Caltrans, the Inland Valley Development Agency, and San Bernardino Association of Governments for the benefit of the community and all stakeholders.



The Ideal Candidate

The City of Highland prides itself on being a solution-oriented government. As such, specific traits and characteristics for the next Public Works Director/City Engineer should be drawn from the following broad concepts:

- ◆ The next Public Works Director/City Engineer must be an effective leader of the staff in the Department, encouraging collaboration and teamwork. The next Director will be tasked with maintaining and building a cohesive team culture where units work together seamlessly and build capacity.
- ◆ The successful candidate will be a proven leader with a proven track record of delivering projects and services in a timely, cost effective, and efficient manner. Transparency in reporting is expected.
- ◆ The Director will also be able to create an environment with a focus on performance measurement, continuous improvement, and value. The Director should be able to create a culture of openness to information and confidence in the Department's performance.
- ◆ Externally and aside from technical knowledge, the next Director will need to be an effective communicator and relationship builder/maintainer with other organizations and neighboring jurisdictions.
- ◆ The next Director must advance and encourage innovative and creative ideas for the betterment of the City and region.

The ideal candidate will be known for being straight-forward in communication style and be able to build and maintain trust with both elected officials, colleagues in other jurisdictions and organizations, and community members.



Experience and Education

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: Six years of increasingly responsible experience in public works and municipal engineering, including three years in an administrative capacity.

Training: Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field. Master's degree is desirable, but not required.

License or Certificate: Registration as a Professional Civil Engineer in the State of California. Possession of license as a Professional Land Surveyor in the State of California is desirable, but not required.

Compensation

The annual salary for this position is up to \$204,156 with a 5% COLA effective July 1, 2024.

The City also offers an attractive benefits package including:

- ◆ **Retirement:** CalPERS retirement plan for Classic members is 2% @ 55 with the City paying both the employee and employer contribution. PEPRAs members participate in a 2% @ 62 plan with the employee contributing the 8.25% employee portion. Benefits for PEPRAs members is based on the final 3 years of compensation.
- ◆ **Health Benefits:** Choice of HMO, HSA, EPO, or PPO medical plans through Kaiser or Anthem PACE with \$1,500 monthly cafeteria allowance.
- ◆ **Management Leave:** 80 hours per calendar year.
- ◆ **Vacation Leave:** 80 hours per year to start and incrementally increasing to a max accrual of 160 hours per year.
- ◆ **Life Insurance:** City paid term life insurance to a max of \$150,000; additional life insurance purchase option.
- ◆ **Holidays:** 12 observed holidays and 9 hours of floating leave annually.
- ◆ **Vehicle Allowance:** \$500 per month.
- ◆ **Work Schedule:** City Hall operates on a 9/80 work schedule with City Hall closed on alternating Fridays.

Further details can be obtained through discussions with Ralph Andersen & Associates.

To Be Considered

Interested candidates are encouraged to apply immediately, with the recruitment closing on **Friday, May 10, 2024**. Electronic submittals are strongly preferred to apply@ralphandersen.com and should include a compelling cover letter, comprehensive resume, and five professional references. This is a confidential recruitment and will be handled accordingly throughout the various stages of the process. Ralph Andersen & Associates will work in concert with the City to conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. Confidential inquiries welcomed to Mr. Fred Wilson, Ralph Andersen & Associates, at (916) 630-4900.

The City of Highland is an Equal Opportunity Employer

