



City of Ukiah

Invites applications for the position of:

DIRECTOR OF PUBLIC WORKS AND PARKS

Serves as City Engineer



\$180,811 - \$225,271 Annually

*Anticipated addition of a new salary step effective 9/27/26,
resulting in a 2.5% increase to the salary range*

Up to \$25,000 Signing Bonus

Up to \$10,000 Housing Benefit

Up to \$25,000 Relocation Assistance

Vacation Bank / Sick Leave Transfer

Open Until Filled

THE CITY AND COMMUNITY



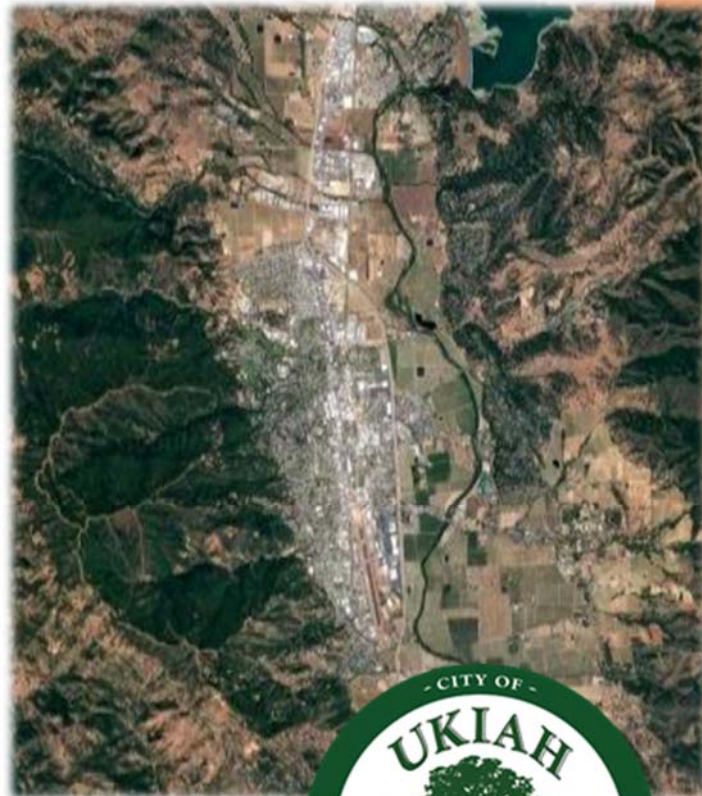
The City of Ukiah is located in the beautiful Northern California Yokayo Valley, surrounded by rich grape vineyards, pear orchards, and coastal mountains. Situated on the Highway 101 corridor, Ukiah is two hours north of San Francisco, providing easy access to Bay Area resources. Located near the Mendocino Coast and spectacular redwood forests, with a historic downtown and a community college, Ukiah invites an abundance of recreational, arts, and cultural pursuits. It is an ideal family location to live, work, and play! For more info, see www.visitukiah.com.

As the County Seat of Mendocino County, Ukiah is a full-service city providing public safety, water, sewer, and electric utilities, land use planning and development services, street maintenance, parks, a golf course, recreation programs, a conference center, the Grace Hudson Museum, and an airport. The City is governed by a five-member Council, elected at-large by the citizens of Ukiah. Ukiah has a population of 16,075 which swells to roughly 40,000 during the week.

THE DEPARTMENT AND POSITION

The Public Works Department is responsible for maintaining and supporting many of the essential infrastructure, facilities, and public spaces that serve the City of Ukiah community. The Director of Public Works and Parks leads and supports a multidisciplinary team of managers and supervisors who serve as subject-matter experts in their respective disciplines, and coordinates their work to ensure effective delivery of the City's public works, parks, facilities, and infrastructure services. The Director also serves as the City Engineer and Floodplain Administrator. The position provides leadership for engineering, streets and rights-of-way, parks and open space, storm drainage and floodplain management, public facilities, fleet, corporation yard operations, solid waste and recycling coordination, and landfill closure.

The Director of Public Works and Parks provides highly responsible professional and technical oversight for assigned utility and infrastructure projects, including water and wastewater capital projects, and coordinates with other City departments on shared infrastructure and facilities. The Director ensures compliance with applicable regulations and standards, and fosters a culture aligned with the City's core values of Professionalism, Service, Teamwork, Innovation, and Safety.



EXAMPLES OF DUTIES

- Plans, organizes, directs, and evaluates the City's public works and parks functions, services, and operations, including related facilities, infrastructure, and capital improvement projects; oversees associated planning, design, engineering, construction, budget management, maintenance, and service delivery.
- Develops and implements departmental budgets, goals, objectives, policies, procedures, service levels, and priorities based on community needs, long-range planning, regulatory requirements, infrastructure conditions, adopted plans, and available resources; pursues grants and other outside funding.
- Manages the selection, supervision, training, mentoring, development, and evaluation of departmental team members directly and through subordinate supervisors; supports professional growth, succession planning, safety, accountability, and high operational standards.
- Serves as the City Engineer and provides professional engineering oversight for public improvements, development review, plan checks, engineering standards, encroachments, rights-of-way, mapping, legal descriptions, construction inspection, and assigned capital projects; when serving as Engineer of Record, signs and seals plans and related engineering documents.
- Conducts or oversees the preparation and review of plans, specifications, estimates, engineering reports, surveys, legal descriptions, permits, construction inspections, and other technical work performed by team members, consultants, and contractors.
- Leads and participates in the planning, funding, design, construction, inspection, and closeout of assigned capital improvement projects, including streets, sidewalks, storm drainage, parks, open space, recreational facilities, public buildings, transportation improvements, and other public infrastructure.

Please see the job description for full list of job duties.



REQUIREMENTS AND QUALIFICATIONS

Requirements include: Education equivalent to a bachelor's degree from an accredited college or university with major coursework in civil engineering or a closely related field. 10 years of increasingly responsible professional experience in any combination of public works, civil engineering, infrastructure management, capital project delivery, transportation planning or engineering, maintenance operations, parks and facilities maintenance, or a closely related field, including at least five years of supervisory, management, or administrative responsibility. Possession of a valid driver's license and certificate of registration as a Professional Civil Engineer issued by the State of California.

SERVICE

We inspire confidence in our organization and our team members by consistently providing exceptional service.

SAFETY

We strive to keep our community and our workplace safe and healthy.

PROFESSIONALISM

We demonstrate professionalism through proficiency, reliability, and our drive to make opportunities happen.

INNOVATION

We work to discover practical solutions, challenge prevailing assumptions, and create new ideas that prove useful.

TEAMWORK

We believe in creating an environment that fosters teamwork and processes that support equal opportunity, collaboration, and commitment to common goals.

OUR CORE VALUES

Retirement

CalPERS "Classic" members: 2.7%@55 with employee contributing 8% of pre-tax salary.

"New" members: 2%@62 with employee contributing 8% of salary.

The City of Ukiah does not contribute to Social Security.

Medical

The City pays 85% of the premiums for medical, dental, and vision plans.

**Vacation, Sick &
Executive Leave,
Holidays**

Vacation Leave is accrued at 161 hours per year and increases with City service.

Executive Leave is provided at 120 hours per fiscal year with an option to cash out.

Sick Leave is accrued at 96 hours per year with no limit.

The City pays for 14 fixed holidays per year, in addition to 1 floating holiday.

**Longevity
Program**

Upon the seventh anniversary date of employment, and each year thereafter on the anniversary date, a fulltime employee will receive \$1,000. Upon the 12th anniversary date, the amount increases to \$2,500 annually; at the 20th anniversary, the amount increases to \$3,500 annually.

Other Benefits

Other benefits include City-paid membership in an Employee Assistance Program (EAP) for employee and eligible dependents; optional participation in supplemental health coverages, optional life insurance/AD&D policy enrollment; optional participation in pre-taxed Unreimbursed Medical and Dependent Care Assistance programs; optional participation in AirMed helicopter emergency transport; and optional participation in Deferred Compensation 457 Savings Plans.



Contact Information:

Human Resources

300 Seminary Ave

Ukiah, CA 95482

Phone: (707) 463-6272

Email: personnel@cityofukiah.com

In accordance with the Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the testing process, please notify the Human Resources Department in advance at (707) 463-6244 so your request may be reviewed prior to the occurrence of the test.

For a complete job description and to apply, please visit:

www.cityofukiah.com/jobs

The City of Ukiah is an Equal Opportunity Employer committed to building a diverse workforce.
Continually working to promote diversity, equity, transparency, and justice through the adoption and implementation of City practices, policies, and procedures.



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