



## HYBRID WORK OPPORTUNITY

# TOWN ENGINEER

## PUBLIC WORKS DEPARTMENT

### TOWN OF PORTOLA VALLEY, CALIFORNIA

ANNUAL SALARY: \$180,000–\$204,000 DOE/DOQ (under review)

**T**HE TOWN OF PORTOLA VALLEY, nestled in California's San Francisco Peninsula, is seeking a Town Engineer to serve its engaged community. This role offers the opportunity to make a meaningful impact on the town's infrastructure. The Town Engineer will oversee three direct reports, a Capital Improvement Program (CIP) primarily focused on street resurfacing, and an annual budget of \$1 million. This capable professional engineer will help preserve the town's unique character, balancing rural charm with modern amenities, and ensuring that Portola Valley remains a treasured home for its residents.

The Town Engineer will be a hands-on manager, actively participating in both office and field work while interfacing with contractors. The ideal candidate is a personable leader who thrives in a collaborative environment. As a member of the town's 18-person staff, they will understand the importance of teamwork and clear communication. They will join an exceptional work culture that prioritizes learning, innovation, and continuous improvement. This experienced Town Engineer will deliver concierge-level customer service to involved residents, and act as a highly responsive, diplomatic, and knowledgeable professional. *Leverage your technical skills in this charming historic town—apply today!*

# THE COMMUNITY

**P**ORTOLA VALLEY, CALIFORNIA IS A SERENE and picturesque small town with approximately 4,500 residents. It is surrounded by rolling hills, lush redwood forests, and scenic trails, making it a haven for outdoor enthusiasts. Residents enjoy easy access to a variety of recreational activities such as hiking, biking, stargazing, and horseback riding, all set against the backdrop of the majestic Santa Cruz Mountains. The town's commitment to preserving its rural character is evident in its low-density housing, expansive open spaces, and a network of well-maintained parks. This tranquil environment provides a peaceful retreat from the hustle and bustle of nearby urban areas.

In addition to its natural allure, Portola Valley boasts a strong sense of community and a high quality of life. The town is home to top-rated schools, a vibrant local culture, and a range of cultural events that foster a welcoming atmosphere. The Portola Valley Town Center provides an array of activities, featuring a library, community hall, and various recreational facilities. Residents also benefit from convenient access to nearby Silicon Valley and San Francisco, making it an ideal location for professionals seeking a balance between work and leisure. With its blend of natural beauty, welcoming spirit, and proximity to major economic centers, Portola Valley offers an exceptional living experience.



## THE CITY GOVERNMENT

**T**HE TOWN OF PORTOLA VALLEY has a staff of 18 and manages an approximate budget of \$12 million. It operates with a Council/ Manager form of government. The Town Manager is also the Chief Administrative Officer of the Town, hires each department head, and is responsible for ensuring the Town's services are performed well and in accordance with Town policies.







## THE DEPARTMENT

**THE PUBLIC WORKS DEPARTMENT HAS PRIMARY RESPONSIBILITY** for the maintenance, repair, cleaning and new installation of 35 miles of Town streets, 36 miles of trails, 4 ball fields, 3 public parking lots, 350 storm drains, miles of drainage ditches and pipes, and the Town Center. The Department also reviews plans and inspects the construction of public improvements to serve new private residential and commercial developments.

**The Public Works Department provides the following services to residents:**

- ▶ Clearing out clogged public storm drains or drainage ditches
- ▶ Repair and maintenance of public roads, potholes, and trails
- ▶ Traffic sign maintenance
- ▶ Public roadside vegetation and tree maintenance

# THE JOB / THE IDEAL CANDIDATE

**T**HE TOWN ENGINEER WILL ENSURE THE PRESERVATION and maintenance of this small community's infrastructure. They will engage in site reviews and manage general maintenance projects. They will oversee the Capital Improvement Program (CIP) primarily focused on street resurfacing, an annual budget of \$1 million, and three reports, including one flexibly classed Assistant/ Associate Engineer and two maintenance workers. They will also work closely with consultants to ensure projects are completed to the highest standards, providing technical expertise and oversight. As the head of the Public Works Department, the Town Engineer will collaborate closely with other department heads, including finance, planning, and administrative services, to align infrastructure projects with the town's broader strategic goals.

The Town Engineer will frequently interact with residents, addressing their concerns with a high level of customer service and a soft touch, essential in a community known for its intelligence and active involvement. The ideal candidate will possess strong interpersonal skills, a willingness to answer resident phone calls, and the ability to manage conflicts with diplomacy. The Town Engineer will be a visible figure in maintaining the town's beloved amenities. This role offers the opportunity to work in a supportive environment where every team member wears multiple hats and contributes to the town's vibrance. Given the small size of the town's workforce and the contract-heavy nature of its operations, the Town Engineer must be adept at managing external contractors and ensuring that projects are executed efficiently and within budget. The successful candidate will bring a strategic mindset to optimize the use of limited resources while delivering high-quality infrastructure services. This role offers a unique blend of professional challenges and personal fulfillment, in one of the Bay Area's most charming communities!

## CORE COMPETENCIES

The ideal candidate will demonstrate the following:

**Technical Knowledge:** Provide oversight to assess the town's infrastructure needs, schedule proactive maintenance, ensure compliance, and preserve the historic integrity of key structures.

**Teamwork:** Works collaboratively and effectively with all staff in this close-knit town government.

**Energy & Drive:** Acts as a hands-on working manager, consistently performing field work and inspections.

**Relationship Building:** Communicate and negotiate tactfully with customers, navigating diverse perspectives to foster cooperation and consensus-building.







## MINIMUM QUALIFICATIONS

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job, such as:

### Education

Bachelor's Degree from an accredited college or university with major course work in engineering or a related field.

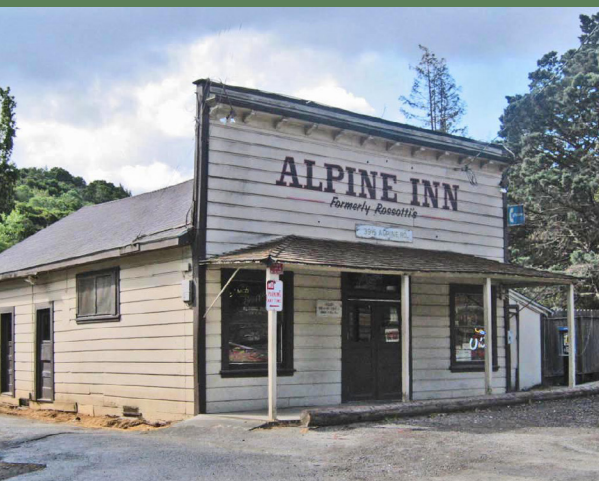
### Experience

Three years of professional civil engineering experience as a registered professional engineer.

### Certifications

Possession of registration as a Professional Engineer in the State of California.

*Valid California Driver's License upon appointment.*



# SALARY & BENEFITS

An annual salary of **\$180,000–\$204,000 DOE/DOQ, PLUS** a generous benefits package (the Town is currently conducting a classification and compensation study to assess all benefits and salaries) that includes:

**FLEXIBLE WORK SCHEDULE:** Upon Town Manager approval, this position is eligible for 9/80 with a hybrid remote/in person work schedule.

**RETIREMENT:** The Town participates in CalPERS with a 2% @ 55 for classic members with a current employee contribution of 7%. For new employees covered under PEPPRA, the retirement formula is 2% @ 62 with an employee contribution of half the normal cost of benefit for both employer and employee. The Town participates in Social Security.

**VISION INSURANCE:** Town paid for employee and dependents.

**DENTAL INSURANCE:** Town paid for employee and dependents.

**LIFE INSURANCE:** Town Paid \$50,000 policy for Eligible Employees.

**HEALTH INSURANCE:** Medical Insurance/Flexible Dollar Amount: Generous contribution to Cafeteria Plan (section 125) for employee to select from CalPERS medical plans, opt out, or deferred compensation plan. The Cafeteria plan allowance is adjusted annually on January 1st.

Employee Only: \$1,275.76

Employee Plus One: \$1,634.26

Employee +2/more: \$1659.79

Monthly Opt-Out Payment (for employees who opt out): Employee Only & Employee plus one: \$600  
Employee plus two or more: \$800

**VACATION LEAVE:** Up to 20 days per year, depending on years of service.

**SICK LEAVE:** 12 days accrued per year (8 hours per month).

**PAID HOLIDAYS:** Nine holidays per calendar year, plus the business days between Christmas and New Year's Day.

**ADMINISTRATIVE /MANAGEMENT LEAVE:** 56 hours per year in January, pro-rated based on start date.

**457 DEFINED CONTRIBUTION PLAN:** Town offers Mission Square and CalPERS 457 plans with no Town contributions.

**LONG TERM DISABILITY:** Town paid for Eligible Employees.

**TUITION REIMBURSEMENT:** Up to \$3,000 per fiscal year, after one year of service.

**OPTIONAL BENEFITS:** Town offers Health Savings Account (HSA).

*The Town of Portola Valley is an Equal Opportunity Employer.*

## HOW *to* APPLY

For first consideration, apply by **SEPTEMBER 13** at:

W B C P J O B B O A R D

**SAVE THE DATES.** Virtual interviews will be held on **OCTOBER 3**. Finalists will move forward to round two, in-person interviews on **OCTOBER 14**. *Selected candidates must be available for both dates.*

**QUESTIONS?** Please contact your recruiter, Levi Kuhlman, with any questions: [levi@wbcpsc.com](mailto:levi@wbcpsc.com)  
**866.929.WBCP (9227)** toll-free  
**541.664.0376** direct



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