



CITY OF SAN FERNANDO

# Public Works Director

## ❖ THE COMMUNITY

The City of San Fernando is located in the northeast section of the San Fernando Valley at the southern foot of the San Gabriel Mountains, approximately 23 miles North of Downtown Los Angeles. This compact community of 2.4 square miles and 25,000 residents is completely surrounded by the City of Los Angeles, including the nearby communities of Sylmar, Mission Hills and Pacoima. As you enter the City of San Fernando along picturesque, palm-lined Brand Boulevard, you discover a community rich in California history dating back almost two centuries. Named in honor of a Spanish Saint/King, San Fernando was settled long before the rest of Los Angeles' Northeast Valley. In 1874, San Fernando became the valley's first organized community, thus earning the title "First City of the Valley." The City grew out of the ranching activities surrounding Mission de San Fernando Rey, whose graceful porticoes still stand today.



San Fernando enjoys a sweeping view of the panoramic San Gabriel foothills and a sense of privacy; yet it is only a short commute away from Downtown Los Angeles and other centers of commercial activity, thanks to a network of freeways, with easy access to Interstate 5 Freeway (I-5), State Route 118 (SR-118), Interstate 210 Freeway (I-210), and nearby Burbank and Whiteman airports. The City combines modern metropolitan conveniences with a close-knit community of friendly, civic-minded residents and has a rich history and culture, a small-town atmosphere, and a well-planned blend of residential, commercial and industrial development.

## ❖ GOVERNANCE

The City of San Fernando was incorporated in 1911 and is currently organized according to the City Council/City Manager form of government with seven full-service departments, including the City Manager's Office, Administrative Services, City Clerk, Community Development, Police, Public Works, and Recreation and Community Services. Fire and emergency medical services are provided through a contract with the City of Los Angeles. The City employs approximately 146 full-time equivalent employees. The City is governed by a five-member City Council who serve overlapping four-year terms, with a Mayor appointed every year, on a rotating basis, by a majority vote of the City Council. The Adopted Budget for fiscal year 2025-2026 of \$56.2 million, which includes a General Fund budget of \$28.8 million.

To learn more about the City of San Fernando, click here: [www.sanfernando.gov](http://www.sanfernando.gov)

## ❖ THE DEPARTMENT

As a full-service department, Public Works encompasses three primary areas—Engineering, Operations, and Water—and oversees the maintenance and construction of essential City infrastructure. This includes streets, sidewalks, City facilities, parks and green spaces, parkway trees, water, stormwater and sewer systems, streetlights, traffic signals and signs, parking meters, public parking lots, bikeways, and bridges. The Department also maintains the City's facilities, streets, water pipelines, and sewer system; provides safe and reliable water delivery; improves traffic flow; maintains parkway landscapes; oversees transportation programs; manages the sanitary sewer system; and coordinates refuse and recycling services. In addition, Public Works manages the City's fleet and heavy equipment, graffiti removal, street sweeping, tree removal, shuttle and dial-a-ride services, and is responsible for development review and issuing certain permits for activities within the public right-of-way.

The Public Works Department has a dedicated staff of approximately 40 full-time, highly experienced and knowledgeable employees. The Department operates its own water system with a state-of-the-art Nitrate Removal System for potable water and is a member of the Metropolitan Water District.

### Public Works Department Mission Statement:

The Public Works Department mission is to provide efficient and sustainable infrastructure and services that enhance the quality of life for our community. We are committed to ensuring the safe and reliable operation of public facilities, promoting environmental stewardship, and delivering exceptional customer services. Through collaboration and innovation, we strive to build resilient and inclusive neighborhoods that meet the evolving needs of our diverse population.

To learn more about the Public Works Department, go to: [www.sanfernando.gov/publicworks](http://www.sanfernando.gov/publicworks)



## ❖ THE POSITION

The Director of Public Works serves as the expert infrastructure advisor to the City Manager and is a key member of the Executive Management Team.

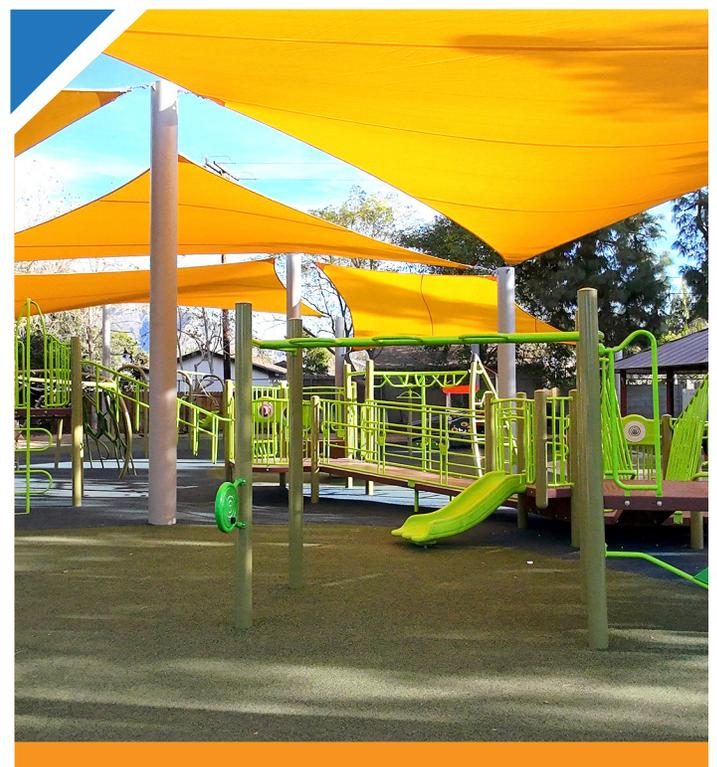
### Essential job duties include, but may not be limited to:

- ◆ Provide day-to-day leadership and work with staff to ensure a high-performance, customer service-oriented work environment that supports achieving the Department's and the City's mission, objectives and values.
- ◆ Direct and lead the formulation and implementation of departmental policy, planning and strategic development; lead and direct staff and outside consulting resources in the development and application of new methods and processes to achieve higher efficiency, quality and innovation in department work processes.
- ◆ Plan and administer all aspects of the following: Public Works capital improvement projects; streets and sanitation, including construction and maintenance of streets, sidewalks, storm drains and lateral sewer lines; facilities maintenance for City buildings and grounds; parks, trees and landscape maintenance; installation and repair of electrical facilities such as street lighting, water equipment and communications systems; equipment maintenance for police vehicles, construction equipment, fleet vehicles and other motorized equipment; the planning, design, installation and maintenance of traffic signs, signals and markings, as well as water treatment and distribution.
- ◆ Oversee contract administrators and project managers for engineering and construction projects; direct and oversee the selection and management of consulting engineers, contracted design and support functions, environmental compliance processes, permitting, and construction and project management.
- ◆ Work closely with the City Manager, City Council, and other City departments, other public and private organizations and agencies, and citizen groups in developing an integrated approach to solving problems, and in formulating programs and projects for implementation; represent the City in interactions and cooperative agreements with citizens, other local governmental agencies and regional entities regarding capital improvement projects and other community issues involving multiple departments.

- ◆ Prepare City Council staff reports/resolutions and make presentations to the City Council; respond to data requests and audits by state, federal and other agencies.
- ◆ Oversee the development of engineering designs, environmental documents, plans specifications and cost/budget estimates, and review project packages to ensure projects are safe, functional, constructible and cost effective, and are in compliance with regulatory requirements.
- ◆ Oversee permit administration and inspection of all activities within the public right-of-way; manage development of complex engineering design and construction packages based on technical and economic feasibility of projects.
- ◆ Approve Public Works requirements for conditional use permits, variances, parcel and tract maps and master plans.
- ◆ Oversee the implementation of various infrastructure projects to ensure accuracy and that projects are progressing as planned and on budget; works with staff, field personnel and others to resolve engineering and construction problems/conflicts to complete the capital improvement plan effectively while making optimal use of City resources.

## ❖ OPPORTUNITIES

The City's next Director of Public Works will have the opportunity to oversee a number of exciting projects, including beautification and facility maintenance programs, Citywide Parking Management Plan implementation, Safe & Active Streets program development, Las Palmas Park Revitalization, sewer infrastructure and water wells refurbishment, working closely with the San Fernando Chamber of Commerce, San Fernando Mall Association, and being a key member of the management team and support all City Departments to elevate the community. The City Council has demonstrated their commitment by including funding for all of these efforts in the 2025-2026 Budget.



## ❖ THE IDEAL CANDIDATE

The ideal candidate is a strategic, innovative, and engaged leader and effective communicator with broad experience in all areas of public works; possessing extensive expertise managing staff and creating organizational structure and a sense of team and purpose. As the Director interacts with a variety of internal and external stakeholders, exceptional interpersonal skills and political acumen are of the utmost importance.

The successful candidate will have a proven track record in municipal public works projects, creating efficiencies, implementing best practices, and removing unnecessary bureaucratic obstacles, while establishing clear procedures and policies, both written and verbally. A background effectively engaging with residents and business leaders and ensuring positive outcomes is critical. The successful candidate will be honest and ethical, possessing a passion and dedication for public service in the community; an entrepreneur from within who recognizes this opportunity to create and establish an effective and efficient administrative infrastructure for long-term success.

### Key characteristics and attributes:

- ◆ A supportive leader who creates a cohesive structure and team-oriented working environment while providing active mentoring and development opportunities to employees.
- ◆ An inclusive and positive management style that ensures accountability, responsibility, and encourages discussion and ideas from staff and key stakeholders.
- ◆ Demonstrates strong organizational abilities and a transparent leadership style; actively engages the public through the City website and other creative outreach efforts, promotes projects effectively, connects with the community, and remains consistently approachable.
- ◆ Flexible and able to provide clear goals and expectations, while remaining agile and can adapt to changing priorities.
- ◆ Skilled in effectively communicating verbally and in writing across all levels with staff, the City Manager, City Council, and other department heads and stakeholders.
- ◆ The ability to remove roadblocks and be willing to allow for project ownership, employee development, and a sense of pride. Able to attract and retain a solid, high performing workforce.



- ◆ Stays current in new technologies and legislation.
- ◆ Effective at customer service, community engagement and follow through. A listener.

## ❖ QUALIFICATIONS

A typical way of obtaining the knowledge, skills and abilities outlined above is:

- ◆ Bachelor's degree from an accredited four-year college or university with a major in civil engineering or a closely related field.
- ◆ Five (5) years of public works experience.
- ◆ Three (3) years of management-level experience.
- ◆ A Master's degree in business administration or public administration is highly desirable.

### PREFERRED CALIFORNIA STATE LICENSING BOARD CERTIFICATES:

- ◆ A valid Certificate of Registration as a Professional Civil Engineer is desirable.



## ❖ COMPENSATION AND BENEFITS

Salary is dependent upon qualifications with a current annual salary range of \$185,376 - \$225,324. Effective the first pay period that includes July 1, 2026, the employee's base salary will increase by 5%.

### The City pays a generous benefits package that includes:

**RETIREMENT** Public Employees' Retirement System (PERS) 2% at 55 for Classic members, 2% @ 62 for PEPRA members. The City pays a portion of employee's share of PERS for Classic members only.

The City participates in the Social Security Program.

**INSURANCE** As part of a full flex Cafeteria Plan, employees receive a monthly flex dollar allowance (\$1,049.24 Single; \$1,808.87 Two Party, and \$2,430.92 Family) to apply toward Medical, Dental and Vision benefits offered through the City's insurance plans for employees and eligible dependents. The City pays for long Term Disability Insurance, and \$50,000 term/AD&D Life Insurance Policy for the employee. Additional voluntary purchase is available.

**ANNUAL LEAVE** 160 hours to 240 hours per year (depending on length of service).

**MANAGEMENT LEAVE** 120 hours prorated the first year, depending on date of hire.

**HOLIDAYS** 13 days per year.

**LONGEVITY** 3% above base monthly salary upon completion of 10 years of continuous service. A total of 4% after 20 years of service, and total of 5% after 30 years of service.

**BILINGUAL BONUS** \$100 per month for employees who qualify. Bonus is paid from the day the employee achieves a passing score on their bilingual exam.

**DEFERRED COMPENSATION** ICMA-RC 457, ROTH/IRA Programs available. Enrollment is voluntary.

**AUTOMOBILE ALLOWANCE** City-provided vehicle or car allowance of \$400 per month for off-site work attendance.

**TUITION REIMBURSEMENT** City reimburses tuition for approved courses up to a maximum of \$3,000 per fiscal year. Employee shall first verify that sufficient fund allocation is available for this item.

**WELLNESS REIMBURSEMENT** City reimburses certain wellness expenses in an amount not to exceed \$750 each fiscal year.

**WORK SCHEDULE** 9/80 or 5/8 schedule is available.

**PAID PARENTAL LEAVE** Up to 12 weeks (480 hours) of 100% paid time off for pregnancy disability and /or time to bond with new child during approved leave under FMLA and/or CFRA.

## ❖ APPLICATION AND RECRUITMENT PROCESS

The final filing date is Friday, March 13, 2026.

To be considered, please submit a resume, cover letter, and five work-related references (who will not be contacted in the early stages of the recruitment) to: <https://koffassociates.com/san-fernando-public-works-director/>  
Resumes should reflect years and months of positions held.

For additional information, please contact:



Frank Rojas

(510) 495-0448

[frank\\_rojas@ajg.com](mailto:frank_rojas@ajg.com)

Website: <https://koffassociates.com/>

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Koff & Associates will report the results to the City. The City will then select candidates to participate in panel interviews. Extensive reference and background checks will be completed on the selected candidate.