



# *The City of Newport Beach*

*invites your interest  
for the position of*

**Deputy  
Public Works  
Director -  
Municipal  
Operations  
Division**



## The Community

The City of Newport Beach is one of Southern California's most picturesque and popular beach communities. Located in the center of Coastal Orange County – with Los Angeles to the north and San Diego to the south – Newport Beach offers one of the finest climates in the Nation. The City is also known for its fine residential neighborhoods, strong business community, quality school system, vast recreational opportunities, beautiful beaches, excellent dining, and world class shopping districts.

The City has a permanent population of over 86,000 residents. During the summer months, the City population can grow to more than 200,000 with daily visitors. In the heart of the City is Newport Bay, where

more than 4,300 boats are docked within the harbor. The Bay and City's eight miles of ocean beaches offer outstanding fishing, swimming, surfing, and aquatic sports activities. Area schools, including the University of California, Irvine (just outside the City's border), are among the best in California. Eight other colleges are within a 30-mile radius.

Community attractions include Crystal Cove State Park, the historic Balboa Pavilion, two ocean piers, white sandy beaches, extensive bikeways, Fashion Island/Newport Center, the Resort at Pelican Hill, plus many fine dining establishments.

## City Government and the Public Works Department

As a charter city, Newport Beach is governed by a seven-member City Council, operating under a council/manager form of government with a proposed 2023-24 operating budget of approximately \$456 million and employs 765 full-time employees. Newport Beach has a history of impressive financial strength with current General Fund reserves projected at \$304 million and currently holds an AAA implied General Obligation rating with each of the three major rating agencies.

The City of Newport Beach is committed to providing and maintaining essential and high-quality infrastructure and public facilities that serve as the foundation of the community. The Public Works Department is responsible for overseeing and managing a comprehensive and ambitious infrastructure improvement and maintenance program designed to meet the current and future



needs of the community, enhance the quality of life of the City's residents and visitors, as well as to protect the City's physical and natural assets. Public Works has an operating budget exceeding \$53 million and a Capital Improvement Program (CIP) budget of approximately \$104 million. The CIP budget is augmented with additional encumbered on-going projects and assessment district improvements. The Department includes the following divisions: Engineering and Transportation Services, Municipal Operations, and Administration.

The Public Works team consists of 109 full-time employees, part-time, seasonal and contract employees; consultants and contractors working together to accomplish the Department's mission, "Protecting and providing quality public improvements and services." Current Department Goals include:

- ◆ Recruit, develop, and retain the best possible team members for Public Works,



- ◆ Maintain essential core competencies to deliver the highest quality improvements and services on time and on budget,
- ◆ Focus on City Council priorities and CIP projects including harbor dredging, neighborhood revitalization, traffic signal modernization, park and facility refurbishment and tidelands/beach management,
- ◆ Utilize project management tools and information technology to continuously improve our project delivery, organization, and efficiency,
- ◆ Implement and translate the various infrastructure master plans into a five-year strategic plan and capital improvement program budget,
- ◆ Provide sustainable infrastructure for master plans with an emphasis on pavement condition, facilities, transportation, environmental and water quality, and tidelands,
- ◆ Provide necessary maintenance and attention to infrastructure elements including streets, parks, utilities, beaches, ocean and harbor piers, harbor and associated structures, facilities in an efficient manner, and
- ◆ Efficiently utilize labor, equipment and supplies to meet the service requirements of the community, Council, and budget.



### **The Position and Ideal Candidate**

The Deputy Public Works Director - Municipal Operations Division reports directly to the Public Works Director and will direct and coordinate the personnel, projects, and functions of the Municipal Operations Division within the Public Works Department. Responsibilities of the position encompass the Field Maintenance, Fleet/Equipment and Facilities Maintenance, Parks and Trees, Refuse Collection, and Administration sections. This position will also manage and prioritize construction, maintenance and field operations of the streets, facilities, public right-of-way and park landscaping, trees, bridges, ocean and bay beaches, storm drains, tidal valves, piers and wharfs, vehicles/fleet, and refuse collection programs. This Deputy Public Works Director – Municipal Operations Division oversees

and manages the City's corporation yard, Division safety practices and procedures, develops requests for proposals, negotiates and administers contracts for outside services, performs complex analysis and budget work, specifies and purchases supplies and equipment; prepares, approves and processes progress payments and other payment authorizations; assigns work activities, projects and programs to division managers; monitors work flow, reviews and evaluates work products during and after completion, oversees methods, procedures, and personal performance. The Deputy Director is also responsible for presentations to the City Council during Council meetings.

A successful candidate will have a firm understanding of advanced principles and practices of public works systems and services, succession planning, infrastructure maintenance, operations, and management. A qualified candidate will have strong leadership skills with management and organization expertise, be pro-active and customer focused, possess excellent verbal and written communication skills and stay abreast of the new trends in Public Works-related technologies. Proficiency and knowledge of software systems, output reporting and measurement is also desired. The ideal candidate will have a proven record of accomplishment, teamwork, and customer service.

This position requires a minimum of six (6) years of increasingly responsible professional public works operations maintenance and repair experience in the areas of streets, parks, trees, storm drains, bridges, facilities, as well as vehicle maintenance and replacement. Experience in public sector and/or public beach maintenance and/or refuse service administration is desirable. Two (2) years supervisory experience, and a Bachelor's degree in Public Administration, Business Administration, Civil Engineering, Construction Technology, Organizational Management, or a closely related field is also required.

## Compensation and Benefits

The salary range for this position is \$165,424 - \$211,103 annually. Starting salary will be commensurate with the selected candidate's qualifications. This position is covered by the Key & Management – Administrative Management unrepresented group, which includes the following competitive benefits package:

- ◆ Retirement - California Public Employee Retirement System (CalPERS) plan, which offers reciprocity between agencies. Classic employees receive a defined benefit pension based on the 2.5% @ 55 formula. Classic tier II employees, who have been in the CalPERS system and are new to the City of Newport Beach, will receive a 2% @ 60 formula. Employees new to the City and CalPERS, and do not belong to a reciprocal agency of CalPERS, will receive the tier III formula of 2% @ 62. Employees are required to contribute 11.5% of pensionable income towards their retirement benefit.
- ◆ Cafeteria Plan - The City offers a variety of CalPERS PPO and HMO medical plans, Delta PPO and HMO dental plans and VSP vision plans. A monthly cafeteria allowance of \$1,725 is provided to purchase medical, dental and vision insurance (plus an additional \$157 monthly contribution if participating in a medical plan). If electing medical coverage and spend less than the City contribution, there shall be no cash back provided. Those wishing to opt out of medical coverage receive an opt-out allowance of \$500 per month upon submission of proof of alternate group medical insurance coverage.
- ◆ Technology Allowance – \$80 monthly smart phone plan and equipment stipend.
- ◆ Flex Leave – This is a combination of sick and vacation leave which is earned at a rate of 8.77 hours per pay period (228 hours per year), with a maximum of 9.69 hours per pay period (252 hours per year) based on years of City service.
- ◆ Administrative Leave – Up to 80 hours per calendar year at the discretion of the City Manager.
- ◆ Holidays - Equivalent to 12 paid holidays and one floating holiday per year.
- ◆ Life Insurance – \$50,000 in City-paid coverage. Supplemental life insurance is available at the employee's expense and payroll deductions are made on a post-tax basis. Maximum supplemental life insurance coverage is \$500,000.
- ◆ Disability Insurance – Up to 66.67% of covered wages up to a maximum benefit of \$1,847 weekly for short-term disability after a 30-calendar day waiting period and \$15,000 monthly for long-term disability after a 180-calendar day waiting period.
- ◆ Liuna Supplemental Retirement - Mandatory enrollment in the Laborers' International Union of North America (a tax qualified defined-benefit plan under IRC 401a). Employees are required to contribute 3.22% of salary for this benefit through a pre-tax payroll deduction.
- ◆ Section 457 Deferred Compensation Plan – Optional for employee contribution.
- ◆ Flexible Schedule - Employees may work a 5/40, 9/80, or 4/10 schedule. A telecommuting pilot program provides 80 hours of telecommuting per calendar year.
- ◆ Retiree Medical Benefit – Employees are required to contribute 1% of salary for this benefit through a pre-tax payroll deduction. City-paid contributions based on age and years of service occur after five years of full-time service.
- ◆ Medicare – The City matches the employee's Medicare contribution, which is 1.45% of salary. Enrollment and deduction amounts are subject to change based on negotiated terms and additional laws.
- ◆ Flexible Spending Account – Optional. Pre-tax for medical and dependent care.

**For more information on the City of Newport Beach, visit its website at [www.newportbeachca.gov](http://www.newportbeachca.gov).**

## The Process

If you are interested in pursuing this desirable career opportunity, please visit the Avery Associates Career Portal on our website at [www.averyassoc.net/current-searches/](http://www.averyassoc.net/current-searches/) to upload your letter of interest, resume, and contact information, including email addresses for five work-related references (who will not be contacted until after an interview takes place).

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The final filing date for this position is April 12, 2024.

If you have any questions regarding this position, please feel free to contact Bill Avery at 408.399.4424 or by email: [bill@averyassoc.net](mailto:bill@averyassoc.net) or Kristi Ward at 408.507.9378 or by email: [kristiw@averyassoc.net](mailto:kristiw@averyassoc.net).

