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20
years

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EXECUTIVE SEARCH

Director of Public Works
CITY OF PASADENA, CALIFORNIA

THE COMMUNITY

Located approximately 10 miles northeast of downtown Los Angeles, the City of Pasadena is nestled in the foothills of the San Gabriel Mountains. Incorporated in 1886, today's Pasadena is an ethnically and economically diverse and culturally rich community of residents who appreciate the City's high quality of life and wide variety of services for virtually every age and lifestyle. With a residential population of approximately 140,000 and a daytime population of 250,000, Pasadena is nationally recognized as a destination city for employment, tourism, education, living, arts & entertainment, and innovation.

The City takes immense pride in maintaining its historic character and high standard of living while working toward a sustainable future with the right balance of commercial, residential, and retail development. The 12-square-block shopping and entertainment district known as Old Pasadena is a classic example of the City's success, balancing architectural and historical preservation with smart economic growth and urban living in a walkable, pedestrian- and bicycle-friendly environment. The Playhouse District, anchored by California's State Theater, the Pasadena Playhouse, also maintains many of its



original structures while providing a thriving center for culture, commerce, and community.

In addition to its strong economic base, Pasadena has one of the highest number of arts and special events venues per capita in the U.S. Home to the internationally famous Tournament of Roses Parade, Norton Simon Museum, Rose Bowl Stadium, Pasadena Convention Center and Civic Auditorium, the USC Pacific Asia Museum, the Gamble House and many others, Pasadena is easily recognized throughout the world. On a regular basis, the city hosts large-scale events that can attract hundreds of thousands of attendees in just a weekend.

CITY GOVERNMENT

The City of Pasadena is a full-service municipality governed by a City Council/Manager form of government. The Mayor is elected at-large, while a seven-member City Council is elected by district, each serving four-year

terms. Pasadena has benefited from a consistently strong and stable elected leadership and is committed to the values of responsiveness; honesty and integrity; accountability; excellence; open, clear, and frequent communication; innovation; and diversity and inclusiveness. The City's Adopted FY 2024-2025 Operating budget is just over \$1 billion, with a CIP of almost \$140 million. Pasadena's services and operations are supported by 2,400 FTE.

MISSION STATEMENT

The City of Pasadena is dedicated to delivering exemplary municipal services responsive to our entire community and consistent with our history, culture, and unique character.

PUBLIC WORKS DEPARTMENT

Supported by a staff of 273 and an annual budget of \$93.5 million, Public Works consists of five distinct divisions: Administration, Engineering, Street Maintenance, Resource Recovery and Recycling, and Building Systems and Fleet Management.

The Department of Public Works is responsible for the design, construction, repair, replacement, and maintenance of City streets, buildings, and vehicles; management of its integrated waste programs and services; and the design, management, and maintenance of its capital improvement projects, including over 910,000 square feet of City buildings and facilities. In addition, the Department provides the following services:

- Design, construction management, and repair and replacement of sidewalks, bridges, parks projects, traffic signals, street lights, sanitary sewers, and storm drainage systems;
- Maintenance of the City's urban forest, including tree care and planting;



- Fuel purchasing and management;
- Security services at City Hall and City Yard;
- Graffiti abatement;
- Enforcement of Public Works code compliance regulations and management of public right-of-way usage through issuance of permits and imposition of conditional



requirements on individuals and developers, along with daily inspection of projects constructed within public right-of-way to ensure quality and adherence to specifications and schedule;

- Administration of City's Construction & Demolition (C&D) Program for all public and private developments;
- Preparation, management, and oversight of the department's Operating and Capital Improvement Program (CIP) budgets; and
- Operation of the City Service Center, mobile app, live chat, and web services to provide residents information on City programs and services, respond to questions and complaints, create work orders, and direct service requests to appropriate staff and departments.

The Department has several active high-profile and multi-discipline capital projects underway and many more on the horizon, utilizing various alternative project delivery methods such as design-build and Construction Manager

At-Risk. Some of the top priority projects for the new Director to focus on include:

- 1. Central Library Earthquake Retrofit and Repair Project:** approximately \$200M – This multi-discipline project provides seismic retrofit and building systems upgrade of the historic Central Library building; a 120,000 square-foot unreinforced masonry structure built in 1927. The building was closed in 2021 and is currently in design phase and seeking funding for construction phase of the project.
- 2. Transit Operations Maintenance Facility:** \$68.5M – Includes design and construction of a new transit maintenance facility to service Pasadena Transit's fleet. This new facility will be constructed on City-owned property and accommodate the fueling, washing, maintenance and dispatching of future projected fleet of 69 buses and vehicles. Fully funded by a Metro grant, the facility is on an aggressive implementation timeline.
- 3. Hydrogen Fueling Station:** \$20.5M – Fully funded by several state/local grants, this proposed station will support the future zero-emission hydrogen-fueled fleet of Pasadena Transit. Timely implementation is critical to meet City's adopted Zero Emission Bus Rollout Plan.

There is also over \$100M in secured funding for transportation/complete streets projects, which are in planning phase to be designed and constructed within the next five to six years. Public Works will also play a key role in the Master Planning of the State Route 710 northern stub, approximately. 40-acre area

relinquished by Caltrans to the City in 2022.

THE IDEAL CANDIDATE

The City is seeking a strong, inspiring, and visionary leader known for empowering team members, fostering a supportive and resilient culture, communicating clearly and effectively, with a proven track record for successfully leading and completing capital projects in a timely manner. The selected candidate will be a leader in collaborating with all stakeholders to address the City Council's climate emergency declaration enacted in January 2023. This well-rounded public works professional will have proven success with energizing employees around a compelling future and advancing ambitious goals that directly impact the quality of life in the communities served.

With their empathetic yet encouraging approach, the ideal candidate will be a dynamic leader who places a high priority on succession planning and ongoing professional development. They will be highly visible and engaged with their entire workforce while being attentive to morale and exhibiting a genuine interest in all aspects of the department. The successful candidate should be a skilled and experienced supervisor, with the ability to mentor, motivate and evaluate their team.

The City of Pasadena is embarking on a number of projects in the near future that will require a Director with experience managing projects ranging from street and infrastructure improvements to large scale building projects. The ideal candidate must be a skilled and strategic



thinker with excellent time management skills; a collaborative leader and an intuitive and creative problem solver with the ability to adapt and assist with the successful completion of Citywide capital improvement projects.

The individual selected should be familiar with sophisticated and current community outreach and engagement strategies and be accustomed to interacting with informed and engaged constituents. The ideal candidate must be even-keeled and open minded, an excellent listener with the ability to take feedback graciously. As a representative of the City, the Director must be responsive to requests for service and able to communicate clearly and openly regarding projects and programs and honestly address inquires with transparency to a diverse audience. They should be familiar with technology and tools that support contemporary business practices and enhance efficiency and satisfaction for both internal and external customers. A commitment to customer service excellence is necessary to be a good fit in Pasadena.

The incoming Director should have impeccable integrity and hold others to the highest of professional standards, willing to receive and deliver constructive feedback and be open to new and different ideas from employees



SEARCH SCHEDULE

Filing Deadline: September 9, 2024
Preliminary Interviews: September 9 - 20, 2024
Recommendation of Candidates: September 25, 2024
Finalist Interview Process: October 1 & 2, 2024

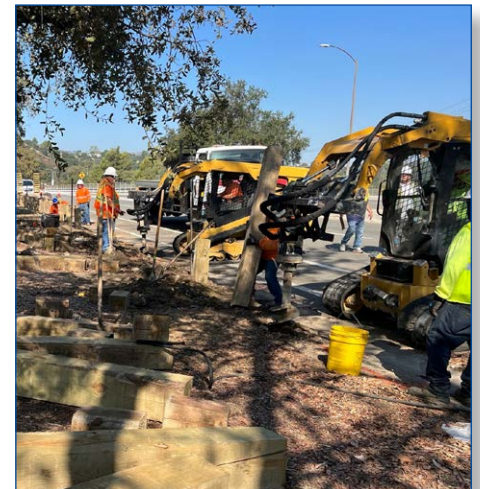
These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

as well as the community. They will be a credible communicator with outstanding interpersonal skills and political acumen, capable of building rapport and trust with stakeholders. They must be a collaborative team player, committed to departmental as well as organization-wide goals that are critical to the optimal performance of the Public Works Director and the entire executive team.

Any combination of education and experience that provides the knowledge, skills, and abilities necessary to fulfill this executive role will be acceptable. Competitive candidates will offer five years of management experience in a comparably complex public agency along with a Bachelor's degree in public or business administration, engineering, or related field. A Master's degree is preferred. A combination of public and private sector experience is acceptable. Experience overseeing major construction and demolition projects, experience addressing the global climate emergency and sustainability issues, and the challenges associated with aging infrastructure will be considered favorably.

COMPENSATION & BENEFITS

The salary range for this position is \$217,088 – \$271,360; placement within the range will be DOQE. In addition to salary, Pasadena offers a very competitive and generous benefits package which can be found [here](#).



THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please visit our website at:

Peckham & McKenney
www.peckhamandmckenney.com

Resumes are acknowledged within two business days. Contact Tara Schultz at 626-644-1398 or 866-912-1919, if you have any questions regarding this position or the recruitment process.



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