

The City of **HERCULES** California



Now Inviting Applications for
the Role of
**PUBLIC WORKS
DIRECTOR
& CITY ENGINEER**



RECRUITING SERVICES PROVIDED BY **BH**
Bob Hall & Associates



THE COMMUNITY

Nestled in the hills of Contra Costa County and framed by a beautiful vista of the San Pablo Bay, sits the picturesque community of Hercules. The City of Hercules has taken the very best of its past and combined it with thoughtful planning for the future to create a place that offers vibrant, interconnected, and an emerging transit oriented 'new urban' lifestyle to businesses and residents. Hercules is ideally located midway between San Francisco and Napa, with handsome homes, safe neighborhoods, an extensive network of biking and walking trails and many exciting new projects planned.

This multi-culturally diverse and family-oriented waterfront community is poised to expand its reputation as a great place to live and work. In a community of over 26,000 residents, there is a distinct vibrancy emanating from the Hercules of today. It is conveniently located close to everything the Bay Area offers and enjoys exceptionally good weather with an average of 265 sunny days a year. Using smart growth principles and ensuring development conforms to the Central Hercules Plan, Hercules remains true to its unique history and quality that residents have come to appreciate and love. Hercules continues to become a model for other Bay Area towns.

The City is situated where Interstate 80 and Highway 4 intersect and offers ideal accessibility to and from all corners of the Bay Area and beyond. Local employment opportunities are taking hold based on emerging technology-related and knowledge-based industries that see the potential in this quality community. Hercules provides excellent levels of public safety, recreational, and educational services to its residents and employers within a setting of charming streets, inviting neighborhoods and up-and-coming retail districts.



MISSION STATEMENT

“To lead our diverse community and enhance the quality of life in the City of Hercules, now and in the future.

We do this by providing effective, efficient, responsive, and innovative services with integrity.”



CITY GOVERNMENT/ PUBLIC WORKS DEPARTMENT

The City of Hercules is a General Law city in the County of Contra Costa, operating under the Council-Manager form of municipal government. A five-member City Council governs the City that is elected at-large to alternating four-year terms. The members of the Council select the Mayor annually. City operations include a City staff of approximately 64 FTEs and a FY 2024-25 General Fund Operating Budget of \$19.45 million. City departments include: Community Development, Finance, Parks and Recreation, Police, Public Works, and Administrative Services. In addition, the City has a Public Financing Authority and the Municipal Utility.



EDUCATION AND EXPERIENCE

Successful candidates should possess a Bachelor's degree from an accredited college or university in civil engineering, business, public administration, or closely related field, and have a minimum of six years of increasingly responsible civil engineering experience and three years of management and administrative responsibility. State of California Professional Civil Engineer License and California driver's license is required.

THE POSITION AND IDEAL CANDIDATE

The City of Hercules is seeking a proven leader with strong initiative to plan, organize, and direct operations and activities of the Public Works Department. Reporting directly to the City Manager, this is a highly responsible position. The new Public Works Director/City Engineer is a high profile position in the community and within the organization. The Director of this Department must be able to provide vision, leadership, and management oversight to the operations and activities of the Engineering and Maintenance Divisions of the Public Works Department, which has 11 employees who provide a wide range of City services.



ESSENTIAL FUNCTIONS

- Assume full management responsibility for all Department services and activities, including: engineering services; streets, facilities, parks, and sewer maintenance activities; Solid Waste Program; wastewater collection system; Clean Water Program; Lighting/Landscaping District; and contract administration.
- Plan, direct, and coordinate, through subordinate level staff, the Public Works Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
- Administer and coordinate engineering design, contract administration, surveying, property management, and construction of public and private projects.
- Oversee various City maintenance activities including those for City parks, streets, buildings, sewers, and wastewater collection systems.
- Develop, recommend, and administer policies and procedures.
- Oversee and participate in the development and administration of the Department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Provide staff assistance to the City Manager; participate on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of engineering and public works administration.





COMPENSATION AND BENEFITS

Annual Salary: **\$189,650 - \$242,047**

The City of Hercules provides an attractive compensation and benefits package which includes:

- **Retirement:** PERS with 2% @ 55 formula for “Classic Members”, or 2% at 62 formula for “New Members”. Employee currently pays 7% of the employee contribution. Three-year average highest compensation.
- **Health Insurance:** City participates in PERS Health Care Program with choice of excellent health plans. The City’s contribution towards the employee’s health premium will equal the Kaiser rate for the prior calendar year plus the first 3% of the rate increase at each level of coverage, for employee and eligible dependents. The employee shall contribute a maximum of up to 3% of the rate increase and the City will be responsible for rate increases above 6%.
- **Dental and Vision Insurance:** City participates in Delta Dental and VSP programs and pays full premium for employee and eligible dependents.
- **Vacation:** Employee accrues at the rate of 96 hours annually during first four years of employment. At year five, accrual rate increases to 120 hours.
- **Holidays:** 12 assigned and 2 floating holidays annually.
- **Deferred Compensation:** Employee may participate in voluntary 457 Deferred Compensation Program.
- **Defined Contribution Program:** City participates in a 401a plan and will contribute 4% pre-tax of employee earnings.
- **Sick Leave:** Employee earns a maximum of 96 hours annually.
- **Additional benefits include:** City paid life and AD&D insurance, short-term and long-term disability insurance, and participation in an Employee Assistance Program.



**FOR ADDITIONAL INFORMATION ABOUT HERCULES,
SCAN HERE OR VISIT THE CITY’S WEBSITE AT
[HTTPS://WWW.HERCULESCA.GOV](https://www.herculesca.gov)**

APPLICATION AND SELECTION PROCESS

FIRST REVIEW DATE | January 31, 2025

To apply for this exciting career opportunity, please send a compelling cover letter and your detailed resume electronically to: apply@bobhallandassociates.com.

Please contact **Joe Gorton at (707) 628-6846** or **Maria Fierner at (925) 448-0660** should you have any questions regarding this position or the recruitment process.

Application materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include phone interviews with the most qualified candidates, panel interviews, and final interviews with the City Manager. Appointment is subject to completion of a thorough background and reference checks, and pre-employment medical exam. Apply today and be a part of an amazing team!

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