

Compensation and Benefits

The City of Sonoma provides a competitive compensation and benefits package. The current salary range for this Service Employees International Unit (SEIU) position is \$73,508—\$89,349 per year. The City of Sonoma offers a variety of alternative work schedules including a 9/80.

The benefits package includes:

- Retirement: CalPERS Retirement System – Classic employees: 2% at 55 formula based on highest year compensation and sick leave conversion. Candidates hired on or after January 1, 2013, are subject to restrictions imposed by PEPRRA including 2% @ 62. The City does not participate in Social Security.
- Generous medical package for employee and family members.
- Dental and Vision Insurance: City pays 100% of the premium.
- AD&D and Long-Term Disability Insurance: City pays 100% of the premium.
- Life Insurance: \$100,000. City pays 100% of the premium.
- Vacation: accrues at the rate of 80 hours per year for the first three years and increases with years of service.
- Sick Leave: accrues at the rate of 8 hours per month.
- Employees receive 14 paid holidays including 2 floating holidays. This position also receives an additional 2 floating holidays.

The Recruitment Process

To apply for this exciting career opportunity, please send your resume, cover letter and City of Sonoma employment application electronically to:

City of Sonoma – Attention: Cathy Lanning, Administrative Services Manager
clanning@sonomacity.org

Call Cathy Lanning at 707-933-2217 for more information.

Search Schedule

Application/Resume filing deadline..... 5:00pm, Monday, May 28, 2021

First interview date will be the week of June 14th.

On the Cover:

In the middle of the Plaza, Sonoma's early 20th century City Hall is a *National Historic Landmark* and still serves as the community's focal point and boasts many community festivals. The adjacent scenic hills and agricultural valley provide a setting of unparalleled natural beauty.



City of Sonoma

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707.938.8775 fax
www.sonomacity.org



City of Sonoma California



Public Works Supervisor Public Works Department

Apply Immediately
Final Filing Date: Monday May 28, 2021

The City of Sonoma is seeking highly qualified, dynamic, and enthusiastic candidates to fill two (2) Public Works Supervisor positions. Each of these positions plan, organize, direct and supervise either the Streets Division or the Parks, Cemeteries and Facilities Division of the Public Works Department. Located just 45 minutes north of the Golden Gate Bridge, the City of Sonoma spans approximately 2.8 square miles in the heart of one of the world's premier wine-producing regions.



The Community

The City of Sonoma is a beautiful, environmentally friendly, and safe place, widely recognized as one of the most desirable cities in Northern California to live, visit, and do business. Sonoma is proud of its friendly and small town atmosphere with residents that are actively engaged in city policies, volunteerism in a plethora of non-profits, and numerous community events and activities on the City's historic Plaza in the center of town. The City of Sonoma offers its 10,989 residents and visitors numerous attractions including shopping in the historic Plaza, wine tasting, hiking, as well as a vibrant restaurant scene. The City's commitment to open space preservation is visible with protected scenic hills and preserves, plus the renowned agricultural fields of the Sonoma Valley which provide a setting of unparalleled natural beauty. In the middle of the plaza, Sonoma's early 20th century City Hall is a *National Historic Landmark* and still serves as the community's focal point, boasting many community festivals and drawing the community together year round.

The Organization

Incorporated in 1883 as a general law city, the City operates under a Council-Manager form of government with a five-member City Council. Sonoma boasts of an engaged citizen base and a culture of civility in public discourse. The City of Sonoma has a staff of 39 full-time and six part-time employees. These employees provide General Government (City Manager, City Clerk, Finance, Human Resources, and Risk Management), Building/Planning and Public Works (Administration, Streets, Parks, Water, and Cemetery). The City contracts its police services with the Sonoma County Sheriff's Department and its fire services with Sonoma Valley Fire Rescue Authority – both of these relationships are active partners within the City's leadership team. Water is wholesale provided from the Sonoma County Water Agency (and City of Sonoma wells). Sanitary sewer collection and treatment is provided by the Sonoma Valley County Sanitation District. The Public Works Department has a staff of 20 full-time and two part-time employees.

Minimum Qualifications

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

EDUCATION:

Equivalent to completion of the twelfth grade supplemented by college course work in a related field.

EXPERIENCE:

Three years of increasingly responsible experience in public works maintenance and operations, including one year providing technical and functional supervision over assigned personnel.

LICENSE AND CERTIFICATE:

Possession of, or ability to obtain, a valid California driver's license.

The Positions

Each Public Works Supervisor reports to the Public Works Operations Manager and is responsible for operation of either the Streets Division or the Parks, Cemeteries, and Facilities Division of the Public Works Department. The Streets Supervisor supervises four maintenance workers. The Parks, Cemeteries, and Facilities Supervisor supervises a Senior Maintenance Worker, three full time Maintenance Workers, and two part time Maintenance Workers.

A Public Works Supervisor's responsibilities include the following: plan, prioritize, assign, supervise, document, and review the work of staff performing maintenance activities; evaluate operations and recommend modifications; document and prepare reports on Division operations and activities for City, County, and State departments; assist in budget preparation and administration; and schedule and oversee the work of outside contractors. Each Public Works Supervisor is expected to participate directly in operations activities when needed, including operation of heavy equipment, use of hand and power tools, and working outside in a variety of weather conditions.

Each Public Works Supervisor recommends and assists in the implementation of goals and objectives for their Division, establishes schedules and methods for performance of maintenance activities, and implements policies and procedures.

As a supervisor, each position participates in the selection of staff, provides or coordinates staff training, works with employees to correct deficiencies, and implements discipline procedures.

All public employees are determined to be disaster service workers under Section 3101 of Government Code. As a disaster service worker, this position is subject to such disaster service activities as may be assigned by superiors and subject to mandatory emergency call out.

The Ideal Candidates

The Streets Supervisor's primary responsibility is to maintain the City's streets, bridges, sidewalks, storm drains, and right-of-way in a safe and functional condition for multi-modal circulation. The Parks, Cemeteries and Facilities Supervisor's primary responsibility is to keep all City parks, cemeteries, and buildings safe, functional, and presentable to visitors. Each Public Works Supervisor answers questions and provides information to the public and represents their Division and the Public Works Department on various boards and committees and to the City's residents.

The ideal candidate will have experience operating public infrastructure systems of comparable scope and complexity to the City of Sonoma's. In order to be successful, we are looking for candidates with these attributes:

Technical/ Analytical / Strategic Problem Solver

- Knowledge of streets, parks, cemeteries, and facilities design, maintenance, and operations
- Experience with equipment, tools, and materials used in the maintenance and repairs of streets, bridges, sidewalks, drainage systems, parks, cemeteries, and facilities
- Awareness of current local, state, and federal laws pertaining to their assigned responsibilities
- Analytical, research, and problem solving skills
- Understands the importance of safety in maintenance operations
- Ability to plan and justify financial investments in infrastructure maintenance with careful consideration of fiscal impacts to the City's General Fund.
- Experience developing and implementing new programs, policies, and procedures.
- Streets Supervisor: APWA Certified Public Infrastructure Inspector, ISA Certified Arborist
- Parks, Cemeteries, and Facilities Supervisor: Certified Playground Inspector, Licensed Pesticide Applicator, ISA Certified Arborist, Integrated Pest Management Certification

Customer Service / Commitment to Serve / Integrity

- Exhibits a passion for his/her profession and conveys a genuine pride for public service with a commitment to honesty and integrity.
- Approachable and strives to foster healthy relationships throughout the organization and community.
- Fosters an environment that ensures superior customer experiences, a high degree of responsiveness and innovative problem solving.
- Ability to embrace opportunities for change and implement improvements, while respecting the importance of history and tradition.

Communication / Collaboration / Teamwork

- Highly collaborative and proactively identifies opportunities to assist and collaborate with internal and external partners/customers.
- Exhibits a strong team orientation as Sonoma's Public Works Department team works closely together to address organizational as well as community challenges and opportunities.
- Exemplifies excellent communication (written and verbal) and interpersonal skills.



The City of Sonoma is an equal opportunity employer. It is the policy of the City of Sonoma to preserve the right to equal employment opportunity for all persons, including those with physical, mental or sensory disabilities.

If you require special accommodation during the testing or interview process due to a legal disability, please supply the City with documentation on the need for accommodation, and the type(s), in a written request submitted at least five (5) days prior to the date of the examination or interview.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified or revoked without notice.