



c a r e e r o p p o r t u n i t y

Public Works Director

CITY OF CLAYTON, CALIFORNIA

ANNUAL SALARY: \$170,976 – \$207,812 DOE/DOQ

THE CITY OF CLAYTON, CALIFORNIA, IS SEEKING A STRATEGIC AND HANDS-ON PUBLIC WORKS DIRECTOR to oversee the City's public works operations, infrastructure maintenance, and contract administration functions. Reporting directly to the City Manager, this position operates within a small, collaborative organization and is heavily focused on administration and project management. The Director oversees six maintenance staff plus seasonal personnel and manages a \$2.5 million capital budget. The ideal candidate is a practical, solutions-oriented leader with strong project and contract management experience who plans ahead, executes work efficiently, builds structure, improves processes, and remains actively engaged in the field. This is an excellent opportunity to make a meaningful impact in a community that values quality service and long-term sustainability. **Help guide Clayton's public works operations and shape the next chapter of service excellence, apply today!**





The Community

SET AGAINST THE BACKDROP OF MOUNT DIABLO, SCLAYTON OFFERS a close-knit community and the natural beauty that define the East Bay. Located in Contra Costa County, Clayton is home to approximately 11,000 residents across 3.8 square miles, creating a safe, neighborly environment where community connection is a priority. Tucked away from major freeways, the city enjoys a peaceful setting that reinforces its small-town character. Clayton is known for its safety, strong schools, walkable neighborhoods, and vibrant downtown with locally owned restaurants, boutique shops, and community events such as art and wine festivals, holiday celebrations, and Saturday Concerts in the Park. Residents enjoy direct access to Mount Diablo State Park and the East Bay Regional Park District, with miles of trails, preserved open space, and scenic views. As a largely built-out community with limited infill development underway, Clayton reflects a deliberate approach to growth while maintaining strong property values and fiscal stability. Located near Walnut Creek and Concord and approximately 35 miles east of San Francisco, the city offers proximity to regional amenities while retaining its distinct character. Key industries include professional services, healthcare, education, and public sector employment. Clayton offers a high quality of life for those who value safety, connection, and an active outdoor lifestyle.



The City

THE CITY OF CLAYTON OPERATES UNDER A COUNCIL-MANAGER FORM OF GOVERNMENT in which a five-member City Council, including a Mayor selected annually from among its members, establishes policy direction for the organization and the community. As a full-service municipal organization, the City provides a range of services including administration, community development, finance, maintenance, and public safety, supported by 30 dedicated staff and an FY 2026 all funds operating budget of approximately \$10.8 million with significant positive fund balances. Guided by a commitment to transparency, fiscal responsibility, and responsive public service, the City of Clayton works collaboratively to preserve its small-town character, protect its natural surroundings, and maintain a safe, well-managed community for residents and businesses.

The City of Clayton fosters a positive and supportive workplace culture where employees are dedicated, collaborative, and committed to delivering high-quality service to the community. As a small organization, staff work closely together, take pride in their work, and consistently step up to get the job done. The team values professionalism balanced with approachability, and they make time to celebrate their efforts—including monthly staff barbecues that reflect a strong sense of appreciation and camaraderie. Clayton values individuals who are kind, team-oriented, and ready to contribute in a culture where people truly fit in and support one another.

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The Department

THE PUBLIC WORKS DEPARTMENT IS RESPONSIBLE FOR PLANNING, implementing, and maintaining the city's public infrastructure and essential services. With six full-time maintenance staff, seasonal staff, and a \$2.5 million capital budget, the Department supports the community through oversight of the Capital Improvement Program, delivery of infrastructure and facility projects, and long-term asset management. Public Works manages traffic and transportation systems to promote safe and efficient mobility for motorists, pedestrians, and cyclists, and administers the City's Stormwater Management Program to protect water quality and ensure regulatory compliance. The Department also oversees assessment districts, the **Geological Hazard Abatement District (GHAD)**, and provides engineering review for private development to ensure consistency with City standards. Through strategic planning, fiscal stewardship, and responsive service, the Public Works Department plays a vital role in maintaining Clayton's infrastructure, protecting its natural environment, and supporting a high quality of life for residents and businesses.

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The Job

REPORTING DIRECTLY TO THE CITY MANAGER, THE PUBLIC WORKS DIRECTOR provides strategic and administrative leadership for the City's public works operations and infrastructure programs. This position is heavily focused on leading administration and project management, requiring strong oversight of contracts, budgeting, maintenance planning, and regulatory compliance. The Director exercises considerable independence in establishing departmental priorities, implementing policies aligned with City goals, and ensuring efficient service delivery. The role includes direct supervision of six maintenance staff and seasonal personnel, administration of the department's operating budget, and oversight of City infrastructure including three ballfields, park facilities, streets, drainage systems, and the trail network. The Director manages external service contracts for weed abatement, tree trimming, and street and sidewalk repairs, and coordinates smaller-scale capital and maintenance projects. The position also administers the City's Geological Hazard Abatement District (GHAD), which maintains critical underground stormwater infrastructure, and ensures compliance with stormwater regulations. In addition, the Director prepares staff reports and agenda materials, advises the City Manager and City Council, represents the department with external agencies and the public, and leads efforts to strengthen operational structure and long-range infrastructure planning.



Upcoming Projects & Opportunities

CONTRACT MANAGEMENT FOR THE GHAD. Oversee and strengthen contract administration for the Geological Hazard Abatement District, ensuring effective maintenance of the City's underground stormwater infrastructure and long-term system reliability.

ONGOING MAINTENANCE PROJECTS. Coordinate and prioritize routine infrastructure and facility maintenance activities, including streets, parks, ballfields, trails, and contracted services, to maintain high service levels citywide.

OPERATIONAL PLANNING & STRUCTURE DEVELOPMENT. Establish and formalize maintenance plans, procedures, and operational systems to create consistency, improve efficiency, and provide long-term departmental stability following recent organizational transition.

[VIEW THE CAPITAL IMPROVEMENT PROGRAM](#)



The Ideal Candidate

THE IDEAL CANDIDATE IS A STRATEGIC AND HANDS-ON PUBLIC WORKS PROFESSIONAL

who brings strong project management expertise and a demonstrated ability to execute work efficiently and effectively. This individual understands both the operational and administrative aspects of the role, with solid experience in contract management, budgeting, and infrastructure oversight. As a working director, they will remain engaged in the field, provide direct leadership to staff, and ensure high standards of service delivery while maintaining a clear strategic focus. The successful candidate is proactive, flexible, and forward-thinking, with the ability to plan ahead, anticipate needs, and implement practical solutions that strengthen departmental performance. They bring creative problem-solving skills, a commitment to process improvement, and a desire to develop structured plans and operational systems that enhance efficiency and accountability. With sound judgment, professionalism, and an appreciation for the importance of public works services, this leader will build trust within the organization and position the department for sustained success.



The ideal candidate will also have the following core competencies...

Project & Contract Management: Provides strong oversight of maintenance programs, vendor contracts, and infrastructure projects, ensuring work is completed efficiently, on time, and within budget.

Operational Planning & Process Improvement: Develops structured maintenance plans, establishes clear procedures, and strengthens internal systems to improve efficiency and long-term organizational effectiveness.

Team Management: Directly supervises and supports staff through clear expectations, accountability, and active engagement, fostering a collaborative and high-performing work environment.

Strategic Thinking & Political Acumen: Exercises sound judgment in budgeting, policy implementation, and long-range infrastructure planning while effectively advising executive leadership and elected officials.



Minimum Qualifications

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field.

Experience: Six (6) years of increasingly responsible experience, including three (3) years in municipal public works.

Licenses:

- Possession of or ability to obtain a valid California driver's license.
- Possession of or ability to obtain a valid California State Pesticide Certificate B & C (two-day certification course); maintain all pesticide records and provide training to staff in order to spray and pre-emerge weeds.

Additional Requirement: Must respond to emergency situations and certain activities or meetings during off-hours and on regular days off as necessary.

Salary & Benefits

This position will receive an annual salary of **\$170,976 - \$207,812 DOE/DOQ.**

The City of Clayton offers a complete benefits package to full-time employees including health care, dental, vision, retirement, deferred compensation plans, flexible spending accounts, life insurance, long-term disability, short-term disability, holidays, vacation, and sick leave.

SEE BENEFITS INFORMATION



How *to* Apply

For first consideration, apply by **APRIL 8** at:

WBCP JOB BOARD



INTERVIEW PROCESS. Interviews will take place on an ongoing basis as ideal candidates are identified.

QUESTIONS? Please contact Kris Lofthus with any inquiries:

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