



City of Oxnard • California
invites your interest in the position of
**Assistant Public Works
Director - Water Utilities**



Recruitment Services Provided by
Ralph Andersen & Associates

The Opportunity

The City of Oxnard has a unique opportunity for an accomplished or aspiring water/wastewater professional to join the organization, contribute at the executive level, and focus on ensuring the reliable, cost-efficient delivery of water and wastewater services for the City's residents. This career opportunity requires an engaging leader with strong interpersonal and communication skills willing to contribute to this well-respected organization in a meaningful and strategic capacity for future years.

The City of Oxnard

Located on the beautiful Southern California coast, the City of Oxnard is the most populous city in the County of Ventura with over 210,000 residents. Nestled about 60 miles northwest of Los Angeles and 35 miles south of Santa Barbara, Oxnard prides itself on its rich diversity and culture. Oxnard residents enjoy a spirit of community pride with an unsurpassed quality of life enhanced by the charm of this coastal community, and the cultural and educational amenities of a diverse and vibrant urban setting. It is an ideal coastal community and an excellent place to raise a family that offers oceanfront recreation and outdoor adventures, award winning festivals and friendly, safe neighborhoods.

As an employer, the City of Oxnard prioritizes creating an environment that nurtures innovation, encourages collaboration, and fosters professional growth. Valuing the unique perspectives and experiences of its employees, the City fosters a workplace culture that celebrates diversity in all its forms. By embracing different backgrounds, ideas, and talents, the City of Oxnard cultivates an atmosphere of respect and collaboration that fuels creativity and drives excellence.

To read more about the City, please visit [oxnard.gov](https://www.oxnard.gov).





The Public Works Department

The Public Works Department consists of over 558.5 budgeted FTEs and is responsible for the design, construction, renovation, and operation of public projects and facilities ranging from seawalls to parks; and the maintenance of streets, sidewalks, streetlights, and street trees. The Public Works Department is comprised of several divisions with an operating and capital budget of over \$284 million for FY 2026-27. The Department is committed to delivering projects and programs that enhance the quality of life, safety, economic growth and the environment for all City residents.

To learn more about the City of Oxnard's Public Works Department, go to: oxnard.gov/public-works.

The Position

The Assistant Public Works Director – Water Utilities is responsible for planning, managing, and overseeing specific activities and operations of the Water, Recycled Water, Wastewater and Stormwater divisions for a service base of over 43,000 customers. This includes distribution, treatment, plant operations, field operations and maintenance, and safety functions.

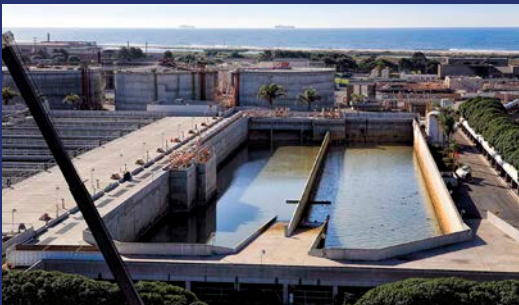
This position coordinates assigned activities with other City departments and outside agencies and performs responsible and complex administrative work, including long-term and master planning, and assessing and implementing process improvements and best practices. The Assistant Public Works Director works directly with and oversees engineering work and assigned staff for water/wastewater utilities including associated Capital Improvement Program (CIP) projects.

- Total Divisional Staff of 158 FTEs, across multiple divisions, which includes 66 in Water, 83 in Wastewater, and 9 in AWP/Recycled Water.
- The Operating Budget for Water/Wastewater/AWP is \$147 million.

The Assistant Public Works Director receives general supervision from the Director of Public Works within a framework of broad policies and established organizational values and processes.

Other key responsibilities of this position include:

- Lead operations and maintenance of water treatment, wastewater treatment, water distribution and sanitary sewer collection systems.
- Lead, mentor and develop a workforce of approximately 158 FTEs.
- Monitor and evaluate the efficiency and effectiveness of customer service delivery methods and procedures and allocate resources to ensure safe working conditions.
- Direct water and wastewater capital improvement planning and infrastructure investments.
- Attend management staff meetings to guide staff on projects, programs, and initiatives; confer with City staff regarding implementing capital improvement plans or other planned projects and review project status, milestones, and overall progress.
- Analyze departmental and divisional work programs; study systems and procedures; evaluate policies and suggest improvements; develop and adapt work methods to meet changing needs, simplify procedures, and create efficiencies.
- Develops and manages the operating budgets for Divisions assigned, including rate analysis, when necessary.
- Attend City Council meetings and community meetings to provide policy-level information for decision makers and customers.



The Ideal Candidate

The ideal candidate for the position of Assistant Public Works Director will have significant experience in a public (preferred) or private sector organization with strong leadership and coaching skills to oversee the water and wastewater operations for the City. The Assistant Public Works Director will also be forward-thinking and have a vision for the development of strategies that will continue to improve the effectiveness and efficiency of the water and wastewater functions. The successful candidate will understand the City's operations and be able to quickly analyze information to make and execute decisions impacting the Department. Candidates should also have personal integrity and commitment to assist in leading and managing a quality organization.

Additionally, the ideal candidate will be an excellent and effective communicator and will represent the City's interests with professional organizations and other agencies.

The ideal candidate will have a professional history that demonstrates the following key attributes and qualities:

- A critical thinker and solid manager capable of establishing a working environment based on collaboration, accountability, and inspired dedicated leadership.
- An effective communicator with broad experience and expertise in all facets of water and/or wastewater utilities, possessing extensive expertise in managing staff and creating organizational structure and a sense of team and purpose.
- As this position interacts with a variety of internal and external stakeholders, exceptional interpersonal skills and political acumen are of the utmost importance.
- A proven track record of creating efficiencies and implementing best practices and industry standards and engineering, while establishing clear procedures and policies, both written and verbal.
- A background in effectively engaging with labor unions and ensuring positive outcomes is critical.
- A passion for public service, especially serving an under-served community.
- An entrepreneur from within, who recognizes this opportunity to create and establish an effective and efficient administrative infrastructure for long-term success.



Qualifications

The typical qualifications of the successful candidate include:

Education:

- A Bachelor's Degree in Engineering, Business Administration, Construction Management, Public Administration or a related field.
- Four years of progressively responsible related experience that includes significant management and supervisory experience in Public Works, Administration, and water & wastewater operations leadership or experience managing and/or designing utility capital projects

Certifications:

Option 1: Operations Leadership Path

- **Possession of one of the following valid certifications:**
 - SWRCB Grade 4 Wastewater Treatment Operator; **OR**
 - SWRCB Water Distribution Operator D4 **AND** SWRCB Water Treatment Operator T4
- **Must obtain one of the following within 12 months of hire:**
 - SWRCB Grade 5 Wastewater Treatment Operator; **OR**
 - SWRCB Water Distribution Operator D5 **AND** SWRCB Water Treatment Operator T5

Option 2: Engineering Path

- **Possession of a valid California Professional Engineering (PE) Registration in one of the following areas:**
 - Civil Engineering
 - Mechanical Engineering
 - Electrical Engineering

Desirable

- A Master's Degree.
- Experience in the Public Sector.

Compensation & Benefits

The annual salary range for the Assistant Public Works Director is up to \$235,529, with placement salary dependent on qualifications and experience.

In addition, an excellent benefits package is provided as outlined below:

Retirement Contributions: New members (as defined by PEPPRA), 2% @ 62; “Classic” members 2% @ 55. The employee will be required to pay a portion of their annual earnings toward their retirement. The City of Oxnard does not participate in social security.

Vacation/Annual Accrual Rates: Leave accrual rates vary between 6.24 – 11.78 hours per pay period based on years of service.

Administrative Leave: Each fiscal year employees receive 40 hours of administrative leave.

Deferred Compensation: The City contributes 1% of employee salary to a 401(a) plan of its choosing.

Retirement Health Savings: The City contributes 1% to a retirement health savings account.

Bilingual Pay: A regular full-time employee may receive bilingual pay at the rate of \$50.00-\$100.00 bi-weekly depending on the Level the employee is required to provide bilingual services as determined by the City Manager or designee.

Health and Dental: Employees can choose from a variety of medical plans provided by the City. The City’s contribution to medical coverage is outlined below:

Level Two - For employees hired on or after January 1, 2023, the City will contribute \$2,054 per month towards medical insurance premiums with no cash back. Employees who waive medical insurance will receive \$500.00 per month cash back provided they show proof of other qualifying coverage. The City will provide \$66.80 per month towards dental insurance.

Holidays: The City observes 12 holidays per year.

Life Insurance: City employees receive Basic Life Coverage (\$7,500) + 1 times annual salary 100% paid by the City. Employees also have the option to purchase additional insurance.

Tuition Reimbursement: Full-time employees are eligible for 100% reimbursement for work-related coursework up to a maximum of \$5,000 per fiscal year.

Work Schedule: 9/80: The normal workweek is Monday through Thursday, 8:00 am - 6:00 pm, and alternating Fridays, 8:00 am - 5:00 pm. This position may be required to be available to work additional hours as needed to respond to workload needs. This position may be required to attend after-hours meetings, including regular City Council and City Council Committees. The City does not offer hybrid or remote work.

To Be Considered

This is a confidential recruitment and will be handled accordingly throughout the various stages of the process. Interested candidates should submit a resume and compelling cover letter by email to apply@ralphandersen.com no later than **Monday, September 28, 2026**. References will not be contacted until mutual interest has been established. Candidates are encouraged to apply early in the process for optimum consideration.

Confidential inquiries welcomed to Mr. Fred Wilson at (916) 630-4900 or by email to fred@ralphandersen.com.



The City of Oxnard is an Equal Opportunity Employer and welcomes applications from all qualified applicants. We do not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, medical condition, disability, or sexual orientation.

www.oxnard.gov