



PUBLIC WORKS DIRECTOR

CITY OF BURLINGAME



THE COMMUNITY

The City of Burlingame is a thriving and sophisticated suburban city of approximately 30,000 people in San Mateo County, California. Located three miles south of San Francisco International Airport on the beautiful San Francisco Peninsula, the city is a prime vacation destination for people wishing to visit the Bay Area. Its two main downtown areas, Broadway and Downtown Burlingame Avenue, are well-known commercial destinations featuring an eclectic mix of boutiques, restaurants, family-owned and operated small shops, and national retailers. At approximately six square miles, Burlingame boasts a significant shoreline on San Francisco Bay and enjoys a warm, sunny microclimate. The area's temperate Mediterranean climate makes outdoor recreation appealing year-round. Golfers can be found on nearby golf courses throughout winter when clear, cool days often break up the area's wet spells. Additional sports, entertainment, and arts and culture activities can be found throughout the Bay Area.

The 500-mile-long bicycle and pedestrian San Francisco Bay Trail meanders along Burlingame's shoreline, while State Highway 101 and Interstate 280 traverse the city. Burlingame is easily accessible by public transportation. Caltrain, the country's seventh largest commuter rail system, has two stops in Burlingame, with one operating on weekends only. Bay Area Rapid Transit (BART) is within a short distance of the northern part of the city. Burlingame is located on the most dynamic economic corridor in the world, near Silicon Valley innovation leaders such as Google, LinkedIn, Meta, Adobe, Box, Salesforce, Apple, Genentech, NVIDIA, and Verkada. The Peninsula also features major global institutions and destinations such as Stanford University and the University of California, San Francisco, and stadiums for the San Francisco 49ers, Giants, Sharks, Valkyries, and Warriors.

Burlingame is also known for its remarkable quality of life, including public safety and an excellent public school system. Burlingame, often called the City of Trees, maintains over 16,500 trees representing 337 species. The city's overall tree canopy covers 71% of streets and sidewalks. In addition to its six large parks and athletic fields, the City maintains eight neighborhood parks. It is

home to the Mills Canyon Wildlife Area, Bayside Community Garden, Skyline Park, and Bayfront Bird Sanctuary. To find out more about this beautiful and charming city, visit www.burlingame.org

CITY GOVERNMENT

Incorporated in 1908, Burlingame is a General Law City operating under the Council-Manager form of government. Five City Council members are elected by districts for four-year terms; the Mayor and Vice-Mayor are chosen annually by the Council from among its members. The City Council and professional staff maintain a mutually respectful and productive relationship. The Council appoints the City Attorney, who serves as chief legal counsel, and the City Manager, who serves as chief administrative officer and is responsible for appointing members of the executive team.

The City of Burlingame is comprised of departments that deliver municipal services, including Police, Public Works (engineering, water and sewer, streets, and storm drainage), Community Development, Parks and Recreation, and Library services; these departments are supported by the general government departments of Human Resources, Finance, Legal Services, and City Administration. Fire protection is provided by the Central County Fire Department through a joint powers authority that serves Burlingame, Hillsborough, and Millbrae.

Despite challenges to the economy following the Pandemic era, Burlingame remains fiscally strong. The City has a total FY 2025-26 budget of \$162.2 million and a General Fund budget of \$85.8 million, with \$92.5 million in General Fund reserves and a staff of 235.4 full-time equivalents.

The City of Burlingame prides itself on being an "Employer of Choice" and embraces a participative approach to managing the City and the organization. As a self-described "small city that gets a lot done," the staff comprises an energetic, dynamic, and proactive team of individuals who care deeply about integrity, innovation, community service, and their commitment to diversity and inclusivity. The City also has an incredibly talented and supportive Executive Management team that works collaboratively across the organization. Additionally, a healthy and mutually respectful relationship exists between elected officials and staff, which helps foster an environment where employees feel valued for their contributions. To hear from employees about what's great about working for the City of Burlingame, view this video: <https://bit.ly/Work4Burlingame>

BURLINGAME PUBLIC WORKS DEPARTMENT

The Burlingame Public Works Department is dedicated to delivering high-quality services. In partnership with the community, the Department provides cost-effective and environmentally responsible solutions that support the design, construction, operation, and maintenance of public infrastructure essential to public health, safety, and Burlingame's reputation as a beautiful and vibrant city.

Public Works is organized into seven divisions: **Engineering, Facilities, Sewer, Streets and Storm Drainage, Vehicle and Equipment, Water, and the Wastewater Treatment Plant.** Together, these divisions ensure reliable delivery of critical services such as:

- Supplying safe, high-quality drinking water
- Providing effective wastewater treatment
- Maintaining safe roads, sidewalks, traffic signals, and street lighting
- Managing storm drainage systems and flood protection
- Caring for City buildings, parking facilities, and the municipal fleet

The Department also leads the **Capital Improvement Program (CIP)**, guiding investments in aging infrastructure and implementing upgrades that protect and enhance community assets. In addition, Public Works reviews development plans, inspects public improvements for new residential and commercial projects, and processes encroachment permits for work within the City's right-of-way.

With an FY 2025-26 Operating Budget of \$52 million, a CIP Budget of \$27.2 million, and 69 Full-Time Equivalent employees, the Public Works Department plays a central role in shaping Burlingame's quality of life and ensuring the City's infrastructure remains strong, safe, and resilient for the future.

This Department has benefited from the strong and stable leadership of Public Works Director Syed Murtuza, who will be retiring after 28 years of service with the City of Burlingame.



THE IDEAL CANDIDATE

The City seeks a knowledgeable and credible public works professional with a strong track record of delivering high-quality municipal services and infrastructure improvements. The ideal candidate will be a strategic thinker with deep technical expertise, sound judgment, and an ability to navigate the complex regulatory and operational environment in California. Success for the next Public Works Director will depend on their ability to manage complex projects and strategically leverage limited resources to meet the challenges of maintaining and upgrading aging infrastructure within a lean budget environment.

This personable and approachable leader will be an excellent communicator and collaborator, able to bring a talented and diverse team together to deliver essential services and projects in a responsive manner. They will thrive in a fast-paced environment, enjoy managing a wide variety of projects, and value working closely with an informed and engaged community. With a citywide perspective, they will value collaboration with staff, colleagues, and regional and state partners.

Leadership & Management Style

The next Public Works Director will be an effective people manager and mentor with high emotional intelligence. They will foster a team-oriented culture, promote professional growth, and ensure that staff feel supported, valued, and accountable. A coaching and collaborative style will serve the Director well in developing emerging leaders, strengthening team cohesion, and ensuring that the Department continues to deliver excellent service to the public and internal partners.

As a hands-on executive, the Director will be accessible, flexible, and ready to lean in to meet deadlines, pivot to evolving priorities, and provide guidance on challenging projects.

Collaboration & Community Engagement

The selected individual will be recognized for their ability to establish strong relationships with staff, colleagues across departments, and external partners. This collaborative manager will display a responsive and collegial demeanor, enjoying working on cross-organizational projects with a high-caliber executive team. They will bring a leadership style that welcomes diverse perspectives and values input from staff, community members, and stakeholders to achieve the best possible outcomes.

With extensive interaction with the community, elected officials, and regional partners, the Director will be a skilled communicator who can present complex technical information clearly and effectively. The ability to engage with a highly participative community on challenging issues with a calm, confident, and approachable demeanor will be essential. As a politically astute leader, they will be able to navigate challenging conversations and know when to appropriately involve the City Manager.

Key Qualities & Characteristics

- Collaborative leader with a strong service orientation and the ability to create a vibrant, team-focused work culture.
- Technical expertise with a broad range of knowledge and experience in public works, utility operations, and infrastructure maintenance.
- Strategic thinker and problem solver with the ability to analyze complex issues, interpret ambiguous

situations, and develop creative solutions.

- Exceptional project management skills with proven success managing a complex capital project portfolio.
- Strong political acumen and negotiation skills, with experience working effectively with elected officials, developers, and community stakeholders.
- Customer-focused manager demonstrating a responsive style aimed at providing the community and City organization with outstanding services.
- Effective oral and written communication skills, able to explain complex projects and concepts, and technical information in an understandable manner for a variety of audiences.
- An adaptive, approachable, collegial professional who thrives in a team environment and values innovation, collaboration, and efficiency.

Reporting to the City Manager, the Public Works Director will be a key member of Burlingame's high-performing, collegial Executive Team. The Director will serve as a strategic partner to the City Manager and colleagues, collaborating across departments to advance citywide priorities, provide sound advice, and ensure the success of both departmental and organizational goals.

A minimum of six years of increasingly responsible municipal public works experience, including five years of supervisory and management responsibility, and a Bachelor's degree in civil engineering, business, public administration, or a related field are required. Registration as a civil engineer and/or a Master's degree are highly desirable.



COMPENSATION & BENEFITS

The salary range for this position is \$208,456 - \$253,404; a 4% salary increase is scheduled for January 2026. Placement within the range will be DOQE. In addition to salary, Burlingame offers a competitive benefits package that includes, but is not limited to:

Telework Program: Allows eligible employees to work remotely up to 50% of the time.

Retirement: PERS 2.5% at 55, Classic employees pay 8% required employee contribution plus 1.5% of the City's contribution to CalPERS retirement; 2.0% at 62, new members (PEPRA) pay 7.25% required employee contribution only. Burlingame does not participate in Social Security, except for the required Medicare.

Health Insurance: Employee can choose from medical plans provided through CalPERS. City pays 92.5% of selected medical premium, up to the third-highest cost plan.

Retiree Health/Health Reimbursement Arrangement: City contributes 3% of base pay for 0-4 years of service; 4% of base pay for 5-19 years of service, 6.5% of base pay for 20+ years of service. In addition, employee contributes 2% of their own salary to their HRA account.

Dental Reimbursement Plan: City will reimburse up to \$2,500 per calendar year for the employee. In addition, there is a reimbursement of \$1,500/year for each dependent, not to exceed \$3,000 cumulative for all dependents per calendar year. Orthodontics is included.

Vision Reimbursement Plan: The maximum reimbursement for an employee for vision reimbursement is \$1,000 annually, not including an eye examination. If an eye examination is performed, the maximum reimbursement will be increased to \$1,200.

Life Insurance: City pays the premium for a \$250,000 term policy. Supplementary voluntary life insurance is available at the employee's cost.

Long-Term Disability: City provides coverage equal to 60% of monthly salary up to a maximum of \$8,000.

Vacation Leave: Accrual of 10 days annually for the first four years; increasing periodically thereafter to 23 days annually after 18 years. Credit may be given for prior public service.

Administrative Leave: Accrual at the rate of 80 hours per year.

Paid Holidays: 14 days annually (includes two floating holidays).

Sick Leave: Accrual at the rate of 12 days per year.

Professional Development Allowance: \$2,500 per fiscal year for eligible expenses.

Deferred Compensation: City matches \$45 per biweekly pay period to a 457 plan.

Car Allowance: \$200 per month.

Other Benefits: Tuition Reimbursement (up to \$3,500 per year), Employee Assistance Program, Whole Life Insurance, Critical Illness and Injury Insurance, Section 125 Plan, Transportation Incentive Program, Bilingual Pay Certification, Paid Parental Leave (4 weeks), and reduced fees on recreation fitness classes.

Application & Selection Process

The closing date for this recruitment is **midnight, Sunday, October 12, 2025**. To be considered for this opportunity, upload a compelling cover letter, resume, and list of six professional references using the "Apply Now" feature at www.tbcrecruiting.com. This is a confidential process and will be handled accordingly throughout its various stages.



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Following the closing date, applicants with the most relevant qualifications will be granted preliminary interviews by the consultants. Candidates deemed to be the best qualified will be invited to participate in additional interviews and a meeting with the City Manager. The City anticipates making an appointment in a timely manner once negotiations, background checks, and reference checks are completed. Please note that references will not be contacted until mutual interest has been established.

