



PUBLIC WORKS MANAGER OF THE YEAR & STAFF MEMBER OF THE YEAR AWARDS

2026 NOMINATION RULES

APWA Northern California Chapter is proud to recognize the efforts of management and staff in the public and private sector who exemplify the best in public works practices and inspire excellence, leadership, and dedication to the public. APWA NorCal encourages APWA members and non-members alike from both the public and private sectors to put forth nominations. (Candidates do not need to be a member of APWA.) The Chapter Staff Appreciation Awards Evaluation Committee will select the top nominee in each award category/sub-category (staff and manager levels) for recognition at the Chapter level. On a National level, should the manager level Award recipients be members of APWA, they will be advanced to National and be considered for the *National Professional Manager of the Year (by March 2027)* for the category in which the candidate was nominated.

Forms are due by 5pm, Friday, August 7, 2026

Eligibility

Members of the APWA NorCal Board of Directors and Staff Appreciation Committee members are not eligible during the time they serve. The rules for eligibility include:

- Staff or Manager Chapter Level Award Consideration -- Anyone can be nominated for APWA NorCal Chapter level awards. Members or nonmembers can put forth a nomination. Nomination is not limited to only APWA members.
- National Level “Professional Manager of the Year” Award Consideration – APWA National recognizes the manager level awards. The manager must be a member in good standing of APWA at the time the nomination is put forth. (Should the Public Agency or private sector firm hold corporate membership, the manager nominated must be listed within the membership and have an APWA National ID number for nominations to be considered at the National level.) *A candidate can only be nominated for one Professional Manager of the Year award per year.* (Sentence above this line in *red italics* is a new change per APWA National for the 2022 awards)
- Candidates may be employed in either the public or private sector. However, career service must be in the field of public works in the selected category as identified on the nomination form.
- Candidates must have made significant contributions in their public works field and in the category nominated.
- Categories are: Administrative Management (HR, Finance/Business Operations, Info Technology, Procurement, Safety, and/or Office Management), Engineering and Technology, Facilities and Grounds, Public Fleet, Public Rights-of-Way, Public Works Emergency Management, Solid Waste, Transportation, Water Resources.

Nominations made within any previous year's competition may not be submitted again within the same award category.

- **MANAGER OF THE YEAR** requires candidates have a minimum of 10 years qualifying experience and must manage or have made significant contributions in the fields of public works and in the category nominated including a minimum of 10 years of qualifying experience in the award category.
- **STAFF OF THE YEAR** requires candidates have a minimum of 5 years qualifying experience including a minimum of 6 months qualifying experience in the award category.
- Nominations may not be submitted to more than one category in the 2024 Staff Appreciation Awards program.
- Self-nomination is not accepted. Must be based out of an office within the geographic footprint of the APWA NorCal Chapter (Del Norte, Humboldt, Mendocino, Lake, Sonoma, Napa, Solano, Marin, Contra Costa, Alameda, and San Francisco counties).

Criteria

The Criteria to be used in the selection process include:

- **Profession:** Makes significant, diversified contributions to the advancement in the areas of his/her nominated category.
- **Leadership:** Demonstrates outstanding leadership and vision as evidenced by employing progressive management/operations techniques in the areas of his/her nominated category.
- **Innovation:** Employment of new and innovative ideas and technology in advancing the effectiveness in the areas of his/her nominated category.
- **Employment Achievement:** Implement effective methods to optimize management / operations in the areas of his/her nominated category.
- **Customer Service:** Evidence of a high degree of satisfaction among customers and other stakeholders.
- **Community Service:** Promotes (the category in which nominated) within the community, agency or customers served.
- **Sustainability:** Supports the advancement of sustainable contributions in public works.

Please include one photograph of the nominee, as a separate file but within the same email as the nomination package. (Failure to provide a photograph will not be counted against you or the nominee.)

Scoring of the Nomination Forms

Each completed Nomination Form will be reviewed and scored by an independent review panel consisting of selected past presidents of the Chapter and the current Special Events Director who have volunteered their time to do so. Scoring will be based on each candidate's ability to meet the eligibility and criteria as previously noted on this form, completeness of addressing each question/section noted on the nomination form, and how clearly the narrative is communicated.

Questions?

Address any questions to Nicole Witt, APWA NorCal Chapter Administrator, at chapteradmin@northernca.apwa.org or at (510) 932-3203.

Supporting Documentation – 10 pages maximum

Address the following areas in as much detail as possible. When addressing each question, please pay particular focus on addressing the question as it relates to the specific staff or management area (category) in which the candidate is being nominated. These questions must be addressed in the order noted below and turned in with the nomination form. Please use no more than 10 pages to address #1-7 noted below. Photo files are not counted towards the 10-page limit nor is the nomination form.

1. **Profession:** (a) State clearly the number of years that the candidate has been working in the category of which he/she is being nominated. (b) Describe how the nominee makes/made significant contributions to the advancement in the areas of his/her nominated category.
2. **Leadership:** Describe how the nominee demonstrated outstanding leadership and vision as evidenced by employing progressive management/operations techniques in the areas of his/her nominated category.
3. **Innovation:** Describe how the nominee contributed in some significant manner with respect to employment of new and innovative ideas and technology in advancing the effectiveness in the areas of his/her nominated category.
4. **Employment Achievement:** Describe how the nominee implemented effective methods to optimize management/operations in the areas of his/her nominated category.
5. **Customer Service:** Describe the nominee's dedication to providing a high degree of satisfaction among customers and other stakeholders.
6. **Community Service:** Describe how the nominee promotes (the category in which nominated) within the community, agency or customers served.
7. **Sustainability:** Describe how the nominee supports the advancement of sustainable contributions in public works.

Instructions for submission

1. Rename this form "2026_AwardNomination_**Nominee LastName_FirstName**.doc" 2. Complete the form as thoroughly as possible.
3. Upload Submission: <https://www.dropbox.com/request/hk3d114iac1uoetrbyfi>

Forms are due by 5pm, Friday, August 7, 2026



PUBLIC WORKS
MANAGER OF THE YEAR &
STAFF MEMBER OF THE YEAR AWARDS

2026 NOMINATION FORM

ABOUT YOUR NOMINEE

Name:		
Title/Position:		
Agency/Employer:		
Address:		
Phone:		Email:
Meets Award's Eligibility Requirements	YES: ☐	NO: ☐
APWA Member:	YES: ☐	NO: ☐
APWA Member#		
Level (check one):	MANAGER ☐	STAFF ☐
Number of Years Working in the Category Checked Below:		
Category (check one):		
Administrative Management	Public Fleet <i>(focus on diversified fleet of equipment)</i>	Solid Waste <i>(focus on diverse solid waste operations)</i>
Engineering & Technology <i>(focus on developing/utilizing/leveraging technology)</i>	Public Right-of-Way	Transportation <i>(planning, design, operation, services and/or maintenance)</i>
Facilities & Grounds	PW Emergency Management	Water Resources
30-word (max) description of the nominee for use during the Awards presentation:		

ABOUT THE NOMINEE'S SUPERVISOR

Name:	
Title/Position:	
Agency/Employer:	
Address:	
Phone:	Email:

ABOUT YOU (if someone different from the nominee's supervisor is submitting)

Your Name:	
Title/Position:	
Agency/Firm:	
Address:	
Phone:	Email:

Supporting Documentation – 10 pages maximum

1. Profession: (a) State clearly the number of years that the candidate has been working in the category of which he/she is being nominated. (b) Describe how the nominee makes/made significant contributions to the advancement in the areas of his/her nominated category.
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2. Leadership: Describe how the nominee demonstrated outstanding leadership and vision as evidenced by employing progressive management/operations techniques in the areas of his/her nominated category.

3. Innovation: Describe how the nominee contributed in some significant manner with respect to employment of new and innovative ideas and technology in advancing the effectiveness in the areas of his/her nominated category.

4. Employment Achievement: Describe how the nominee implemented effective methods to optimize management/operations in the areas of his/her nominated category.

5. Customer Service: Describe the nominee's dedication to providing a high degree of satisfaction among customers and other stakeholders.

6. Community Service: Describe how the nominee promotes (the category in which nominated) within the community, agency or customers served.

7. Sustainability: Describe how the nominee supports the advancement of sustainable contributions in public works.
