

City of Saratoga invites your interest in the position!

The position is open until filled; candidates are encouraged to apply early.

About the City

The City of Saratoga is an attractive residential community of approximately 30,000 known for its excellent schools and prestigious neighborhoods. The city's historic downtown district, known as "The Village," has distinctive dining, unique shops, and numerous buildings dating back to the late 1800's and early 1900's. Saratoga residents place an emphasis on retaining the quality of the city's semi-rural ambiance. The City is also home to Montalvo Arts Center and the Hakone Estate & Gardens, the oldest Japanese-style residential garden in the Western Hemisphere.

Read more at Saratoga.ca.us



**View the Complete
Job Description**

Facility Maintenance Manager

\$133,972.80-\$162,884.80 (5-step range)

Full-time, benefited position (FLSA exempt)

ABOUT THE POSITION

We have a fantastic opportunity for an experienced, forward-thinking professional to join our team as Facility Maintenance Manager and lead our dynamic citywide facility maintenance program. In this pivotal role, you'll work collaboratively with City staff, contractors, community partners, and public facility users with tact, discretion, and professionalism in every interaction. As our Facilities Maintenance Manager, you'll take the helm in planning, organizing, coordinating, and managing both staff and operations of the Facilities Maintenance Division. Your strategic vision will drive long- and short-term project planning while you oversee the maintenance and repairs of municipal facilities. You'll spearhead the development and maintenance of comprehensive asset management programs; optimize division resources to boost organizational productivity and customer service and serve as the go-to expert providing complex and strategic support in areas of expertise; and perform related work as required.

This dynamic management position empowers you to shape, evaluate, and elevate all programs, services, and activities within the Facilities Maintenance Division. You'll lead the charge in delivering comprehensive facility maintenance and improvements, craft and implement forward thinking policies and procedures for assigned programs and oversee budget administration and asset management systems. As a trusted professional resource, you'll drive organizational, managerial, and operational analyses and studies while exercising independence, initiative, and discretion within our supportive framework.

EXPERIENCE AND EDUCATION

A bachelor's degree in construction, engineering, business, public administration or a related field and four (4) years of supervisory or managerial experience in facilities maintenance operations. Possession of, or the ability to obtain, an appropriate, valid California Driver's License upon appointment is required.

The ideal candidate will bring extensive experience in planning and managing projects, programs, and contracts, with demonstrated success managing facility-related capital projects from conception through completion and overseeing multiple concurrent contracts for professional and technical services. The successful candidate should possess comprehensive knowledge of mechanical, electrical, and plumbing (MEP) systems, components, and maintenance requirements to effectively manage facility operations and oversee maintenance staff and contractors working on HVAC, boiler, solar panels, EV stations, fire protection and security systems. Essential qualifications include proven expertise in developing and implementing preventive maintenance programs based on asset lifecycle management principles, excellent contract administration and vendor



How to Apply

To be considered for this exciting career opportunity, please apply online through www.calopps.org.

As part of your online application, provide the City with a cover letter along with a resume and complete responses to the required supplemental questions. Applications that do not include the above elements will not be considered. The most qualified applicants will be invited to participate in the testing process, which will consist of oral interviews.

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management abilities, and outstanding communication skills to effectively represent the department and the City in meetings with various stakeholders. The candidate should also demonstrate management and supervisory experience, experience managing work order and asset management systems, and experience with operational budgets and asset management.

CITY GOVERNMENT

The City of Saratoga was incorporated in 1956 and operates under a Council-Manager form of government. At the time of incorporation, many school and utility districts were in existence and consequently, more than one district may serve within the City's boundaries. Fire protection is provided through special districts, and the City has collaborative relationships and service contracts with other governmental agencies including law enforcement services through Santa Clara County Sheriff's Office, animal control provided by the City of San Jose, recreation programs provided by Los Gatos-Saratoga Community Education and Recreation, and library services provided by Santa Clara County Library District. In addition, sanitation services are provided by West Valley Sanitation District and Cupertino Sanitary District.



The City's FY 2025/26 General Fund Operating and Capital Improvement Budget is \$52.7M and includes 56.6 full-time equivalent (FTE) positions. The City's organizational structure includes five departments: City Manager, Community Services, Administrative Services, Community Development, and Public Works.

City offices operate on a 9/80 schedule. This position is located at City Hall, 13777 Fruitvale Avenue; operational hours are 7:30 am-5:00 pm.

COMPENSATION AND BENEFITS

The City of Saratoga provides excellent compensation and benefits. The salary for this position will be set at a step between steps 1 and 5 based on the qualifications and experience of the selected candidate. The City has a seven-step range, including multi-year steps 6 and 7. Advancement to steps 6 and 7 is after four (4) years of satisfactory service at Steps 5 and 6, respectively.

The attractive benefits package includes:

- CalPERS Retirement Plan: 2% at age 60 formula for "Classic Members" or 2% at age 62 formula for "New Members."
- CalPERS Health Insurance: Comprehensive HMO and PPO plan options available. The City contributes monthly towards the full cost of the health plan premium for employees and eligible family members.
- Dental Insurance: Comprehensive in and out of network plan options available. The City contributes 100% of the dental premium.
- Deferred Compensation: The City will match contributions to a pre-tax deferred compensation account up to a maximum of \$150 per month.
- Paid Time Off (PTO): PTO is accrued at a rate of 22 days per year.
- The complete summary of benefits can be viewed online at the [City's website](#).

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