



THE COUNTY OF SUTTER

Invites Applications for

FINAL FILING DATE:

March 9, 2018

BUILDING SERVICES SUPERVISOR

\$4,540 - \$5,617/Monthly*

(*Salary effective 3/3/18)

THE POSITION: Under general direction of the Facilities Maintenance Superintendent, supervises and directs the maintenance, construction, repair, and improvements on County buildings, facilities and grounds; and does other related work as required. Occasional overtime, evening and weekend work is required for this position. ***The eligible list established from this recruitment may be used to fill any future opening(s) in this class up to nine months.***

JOB DUTIES: Supervises, directs and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals; prioritizes and assigns projects; plans, organizes and directs proper and efficient maintenance, including custodial, and repair of County buildings, facilities and grounds; orders materials and schedules the use of various equipment necessary for job completion; conducts inspections to determine needs for repair and maintenance work; approves and decides the type and extent of repair, and prepares estimates of cost of repairs and improvements; keeps records of repair and maintenance work; prepares materials and labor cost estimates for projects/jobs accordingly; confers with other County departments to discuss repairs, remodels and construction, as necessary, and to give written and oral work estimates; oversees the mitigation of hazards to promote a safe working environment for all employees and the grounds facilities for recreational purposes; responds to complaints about safety issues, requests for repairs, remodels and construction; conducts safety meetings and oversees work to ensure that work is performed in a safe manner; assures the proper maintenance and repair of equipment being used; monitors budget expenditures, makes recommendations for future budgeting, and compiles necessary information to assist budget preparation; approves requests for time off and prepares daily and weekly time cards to ensure proper billing of services; oversees maintenance of the energy program.

MINIMUM QUALIFICATIONS: The following are the minimum qualifications for this position. Possession of these qualifications does not ensure that an applicant will be interviewed. Applications will be reviewed in comparison with all other applications received.

Knowledge of: Principles, practices, methods, tools, equipment, and materials used to supervise and perform facility maintenance work, including heating and air conditioning equipment, boilers, pumps, electrical systems, carpentry and plumbing, preparation and painting of surfaces; principles, practices and techniques of effective supervision, safety principles and practices as they relate to building and grounds maintenance and repair; basic mathematical calculations necessary to prepare cost estimates, monitor expenditures and assist in the preparation of divisions budget.

Ability to: Effectively supervise building and grounds maintenance and construction projects and personnel; perform skilled and semi-skilled building/maintenance and repair work; care for and maintain tools properly; prepare cost estimates and budget needs for the repair and maintenance of County facilities; follow oral and written instructions, maintain effective working relationships with other County employees, government officials and the general public; prepare and present written and oral reports.

Education and Experience: Education and experience necessary to demonstrate the possession of the above knowledge, skills and abilities. A typical way to demonstrate such knowledge, skills and abilities would be four years of journey-level experience in the building trades including at least one year in a supervisory or lead capacity. Experience in costing out projects, purchasing of supplies and materials and management of a budget is desirable.

Special Requirements: *Essential duties require the following physical and work requirements:* Requires the ability to maintain mental capacity of exercising sound judgment and rational thinking under varied circumstances; the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; the ability to see; ability to hear and communicate orally; requires the ability to exert a considerable amount of force frequently to lift, carry, push, pull, or otherwise move objects and to stoop, crouch, climb and lift in performance of manual labor; perceive color, odor, texture and sound; operate a variety of tools, equipment and vehicles used in performance of daily tasks; ability to work around electrical currents and building materials in a safe manner; may be subject to uncomfortable working conditions including exposure to dust, noise, heat or cold; must be able to perceive color, shapes, and forms; requires the ability to operate a motor vehicle; involves VDT exposure.

License: Must possess and maintain an appropriate, valid driver's license. Must maintain a driving record that will meet commercial insurance requirements.

Other Requirements: Must pass a background investigation conducted by the Sheriff's Department.

The recruitment process for this position includes completing an application, participating in oral interview(s). Please notify the Human Resources Department prior to the final filing date for this position if you believe you have a disability, which would make it difficult to participate in any portion of the recruitment process, and would require reasonable accommodation. Sutter County reserves the right to require medical documentation concerning the need for accommodation. Offers of employment are contingent upon investigation of employment history, references, drug testing, medical review/exam and fingerprinting in addition to other appropriate requirements of the position.

The County of Sutter is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals with disabilities. Sutter County encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Rev. Date: 02/05/18



SUTTER COUNTY HIGHLIGHTS

Sutter County is a major agricultural center located in Northern California approximately 50 miles north of the State Capitol, Sacramento. The County, bounded by the Sacramento and Feather Rivers, encompasses 608 square miles and provides easy access to the Lake Tahoe and San Francisco areas. Mountains and lakes offering unlimited recreational opportunities are abundant. Sutter County is a general-law county with a population of approximately 97,000 and includes two incorporated cities, Yuba City and Live Oak. There are 19 department heads and 900 positions with an annual budget of 241 million dollars.

HOW TO APPLY

Eligible applicants are **REQUIRED** apply online at

www.CalOpps.org

Applicants may also attach any additional information in resume form.

For additional information, please visit our website @ www.suttercounty.org

Or contact

Sutter County Human Resources

1160 Civic Center Boulevard, Suite B

Yuba City, CA 95993

Phone (530) 822-7113

FAX (530) 822-7191

E-mail hr@co.sutter.ca.us

TDD access through CA Relay Service: 1-800-735-2929

SELECTION PROCEDURE

The applications will first be reviewed for minimum qualifications. All applications meeting the minimum qualifications will be referred to a screening committee. Those candidates with the most directly related experience, education and training may be invited to a written, performance and/or oral examination. Up to ten ranks of the most outstanding candidates will be referred for final interview(s) with the appropriate department. Investigation of employment history and references may be conducted prior to appointment.

EMPLOYEE BENEFITS

Salary: New employees start at step one and after satisfactory performance during a probationary period, advance to the second step. There are five (5) annual Merit Steps. Merit steps six (6) and above may be awarded after additional years of service have been met and upon satisfactory performance.

PERS <u>Miscellaneous</u> Retirement (NON-Safety)			PERS <u>SAFETY</u> Retirement (Law, Fire, Probation Officers)		
Tier 1 Classic	2.7 @ 55	8% EE Share by EE	3 @ 50	9% EE Share by EE	Up to 11-15-2011
Tier 2 Classic	2 @ 60	7% EE Share by EE	2 @ 50	9% EE Share by EE	11-16-11 to 12-31-2012
Tier 3 New	2 @ 62	6.25% EE Share by EE	2.7 @ 57	11.25% EE Share by EE	1-1-13 (PEPRA)

Note: Tier formula eligibility depends on PERS Rules and AB340, PEPRA Law. The County also participates in Social Security.

Medical, Dental, Vision and Life Insurance: The County pays the major portion of health, dental, vision and life insurance for employee and dependent(s). Health, dental, vision, and life insurance become effective the first of the month following 30 days of employment. **Management** receives county-paid term life insurance of \$150,000.

Health Care Spending Account: Designated pretax contribution to pay for eligible health care expenses not covered by any insurance.

Dependent Care Spending Account: Designated pretax contribution used to pay for eligible dependent day care expenses.

Paid Leave Days: Depending on the classification in which employed, most employees receive eleven days **vacation** per year up to five years service; fifteen days up to ten years; seventeen days up to fifteen years; twenty days after fifteen years. Thirteen paid **holidays** per year. **Sick leave** accrues at the rate of twelve days per year. **Management** receives 13 days of paid Administrative Leave per year in addition to the other paid time off.

Disability Insurance: Sutter County participates in the State Disability Insurance Program.

Deferred Compensation: Employees may participate in deferred compensation plans. Also, most **New Hires** to Sutter County who are enrolled in a County-sponsored Deferred Compensation Plan, will receive twenty-five dollars (\$25.00) per pay period deposited into their account, eligibility date varies by Unit (Fire Unit not eligible and some Re-hires may not be eligible). **Employees will be advised of the eligibility requirements during New Employee Orientation.** **Management** may convert any unused Administrative Leave as taxable compensation or it may be converted to a deferred compensation plan.

Offers of employment are contingent upon submission of documents verifying identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986; successful completion of a preplacement medical review/examination; satisfactory driving record and proof of automobile insurance, if applicable, and other appropriate requirements of the position. Significant moving violations or lack of insurance may be cause for disciplinary action up to and including dismissal.

The above information is general in nature and does not constitute an expressed or implied contract. Employee benefits may vary with different employee bargaining units.

Notice: In accordance with Government Code 3502.5 all employees hired into job classifications in the General and Professional Bargaining Units are bound by an Agency Shop Agreement and are represented by the Sutter County Employees Association labor contracts. All employees hired in these Bargaining Units are required to pay an initiation fee of \$45.00, plus dues of approximately 1% of the employee's base pay to the Sutter County Employees Association.

Sutter County is required by law to make available certain public records, including employee names, titles, and compensation, as a result of a 2007 California Supreme Court decision. Therefore, be advised that unless an employee can demonstrate the necessity of having this public information withheld, based upon specific, verifiable safety and/or security reasons, this information will be released to the public upon demand.

The County of Sutter does not discriminate on the basis of race, color, religious creed, sex, marital status, age, national origin, medical condition (cancer or genetic characteristics/information), mental or physical disability (including AIDS or HIV), ancestry, sexual orientation, gender identity, gender expression, military and veteran status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state or local laws or ordinance.