



245 E. Bonita Avenue, San Dimas California 91773-3002
www.sandimasca.gov

FACILITIES MAINTENANCE MANAGER

Parks & Recreation Department

\$8,368 - \$10,171 per month

DEADLINE TO APPLY: Friday December 13, 2019 AT 4:30 p.m.

HOW TO APPLY

A City of San Dimas application must be submitted and may be completed online by visiting the City website at www.sandimasca.gov. Questions may be directed to Human Resources at (909) 394-6211 or kfrey@sandimasca.gov. Applications must be received no later than Friday December 13, at 4:30 p.m. A resume may be attached to the application, but does not substitute for a completed City application.

GENERAL PURPOSE

Plans, directs and manages the staff and operations of the Facilities Maintenance Division. Develops, implements, administers and monitors systems, programs, policies and procedures for the Division. Oversees, organizes and manages the maintenance and repair of recreational facilities and city buildings for the Facilities Division. Develops policy recommendations, communication and maintenance plans, funding mechanisms and approaches to service delivery. Manages staffing and budget for the division, coordinates assigned activities with other divisions, outside agencies and the general public; provides highly responsible and complex staff assistance to the Director of Parks and Recreation; and performs other related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

1. Manages, assesses and oversees the maintenance of City buildings and facilities through the use of a systematic maintenance management plan. Prepares, administers, and monitors the Facilities division budgets; forecasts additional funds needed for staffing, equipment, materials, and supplies.

2. Ensures that assigned facilities are in compliance with Federal, State and Local government, health, safety and occupational standards.
3. Develops and recommends policies, procedures, and fees and schedules for services and facilities.
4. Ensures continuous improvement and innovation of facility maintenance and programs by examining best practices, soliciting feedback from staff, collecting data from customers and the community, and reviewing market trends.
5. Prepares, monitors and analyzes the effectiveness of the Facility Maintenance Division's budget, expenditures and performance metrics. Develops funding request for capital improvement projects as needed to ensure proper facility needs.
6. Attends public meetings and prepares and/or edits a variety of reports for submission to the City Council, Parks and Recreation, and Senior Commission.
7. Assists in the development of Department goals, objectives and performance metrics.
8. Keeps abreast of current technology, trends and changes to regulations in the field of maintenance management.
9. Selects, trains, evaluates, and supervises subordinate personnel. Implements staff development and effective customer service.
10. Coordinates use of facilities with other Parks and Recreation Department sections, City Departments and outside organizations.
11. Maintains records and prepares and presents oral and written reports concerning facilities activities.
12. Manages contract maintenance agreements and ensures compliance with work standards and specifications.
13. Represents the Facilities Division on boards, committees and commissions; meet with commissions, community organizations, outside agencies and the public to discuss Facilities program agendas and community needs.
14. Responds to emergency situations as required.

QUALIFICATIONS GUIDELINES

Knowledge of:

1. Principles, practices, and procedures of facilities maintenance management.

2. Policy and procedural development and analysis.
3. Principles of municipal budget preparation and control.
4. Principles of supervision, training and performance evaluation.
5. Pertinent Federal, State, and local laws, codes and regulations.
6. Building codes, maintenance, repair methods and general contractor knowledge.
7. Contract negotiations and administration, project and program planning and management.
8. Principles of leadership and management.
9. Modern office procedures, methods and computer equipment.

Ability to:

1. Manage and coordinate the work of supervisory, technical and clerical personnel.
2. Manage and prioritize multiple concurrent projects.
3. Analyze complex problems, identify consequences and alternative solutions and make logical recommendations.
4. Prepare and present clear, concise and comprehensive administrative and financial reports to ensure facilities are in compliance with Federal, State and local rules, laws and regulations.
5. Select, supervise, train and evaluate staff.
6. Maintain accurate records and reports.
7. Communicate clearly and concisely, both orally and in writing.
8. Operate and use modern office equipment including a computer.
9. Work effectively with other City departments and officials, community groups and the general public.

Education/Training/Experience:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in, Business or Public Administration or a related field.

Experience/Training: Five or more years of related experience in operational and administrative experience in facilities maintenance and repair which has included providing facilities support services or custodial services at multiple sites.

Licenses/Certificates/Special Requirements:

A valid driver's license issued by a State Department of Motor Vehicles is required.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to stand sit, walk; talk or hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee frequently walks and stands and occasionally lifts and carries records and documents that weigh 20 pounds or less.

Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with officials and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in both field and office settings where the noise levels are quiet to moderately loud, although normally under 85 decibels.

Work in both indoor and outdoor recreation facilities; sustained posture in a seated position for prolonged periods of time. Flexibility of work hours; must be available to attend evening, weekend meetings and programs and to respond to emergency situations.

SELECTION PROCESS

Interested persons who feel they meet the desirable qualifications should submit a completed City application. Not every applicant is interviewed. Selected qualified applicants

will be invited to appear before an oral interview board. Application appraisal, oral interview(s) and written test shall constitute 100% of the selection process.

SALARY AND BENEFITS

The starting salary for this position may be at any of the five steps in the salary range of \$8,368 – \$10,171 per month, depending on the appointee's qualifications. An appointee starting at other than the E step will be eligible for a step increase following the initial minimum six-month probationary period and annual merit increases are available thereafter.

Retirement: The City participates in the California Public Employees' Retirement System (CalPERS). New members of CalPERS or an agency with CalPERS reciprocity will be subject to the provisions of the Public Employee's Pension Reform Act of 2013 (PEPRA) and will receive the 2% @ 62 formula. Employee pays 50% of the normal cost rate on a pretax basis to be calculated by CalPERS.

Employees who are current members of CalPERS or an agency with CalPERS reciprocity or who have less than a six-month break in service between employment in CalPERS (or reciprocal) agency or who have previously been employed by the City of San Dimas will be enrolled in the 2% @ 55 formula. Employee pays 7% of CalPERS contribution.

Health Benefits: San Dimas provides a \$1,445 (with a scheduled increase to \$1,495 December 1, 2019) per month cafeteria plan for health, dental and vision insurance. The City also pays for long-term disability and life insurance programs for employees.

Leave Benefits: Vacation leave is accrued beginning at 112 hours per year and increases after each five years of tenure. Employees accrue 96 hours annual sick leave. The City also provides 12 paid holidays and the position receives 80 hours annually of administrative leave.

Retiree Health Savings Account: The City has a program where employees can achieve a triple tax-free savings program for health insurance costs at retirement or separation.

Deferred Compensation: The City provides a deferred compensation match program for employees where the City will provide matching funds up to \$200 monthly for employee contributions to the offered Section 457 deferred compensation plans.

Car and Cell Phone Allowance: The position receives a monthly car allowance of \$250 and a monthly cell phone allowance of \$30.

Additional Benefits: Additional benefits include membership to a federal credit union, tuition reimbursement, computer loan program, Employee Assistance Program, membership to San Dimas Recreation Center and a Section 125 benefits program.

STATEMENT OF NON-DISCRIMINATION

The City of San Dimas advises the public, employees and job applicants that it does not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex, age or any non-merit-based factor in admission to, treatment of or employment in its programs and activities.

In compliance with the Americans with Disabilities Act (ADA), The City of San Dimas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. EOE (Equal Opportunity Employer)

ABOUT THE CITY

The City of San Dimas is located midway (about 27 miles) between Los Angeles and San Bernardino at the base of the San Gabriel Mountains. Superior access to freeways offers a centralized location from which to enjoy southern California's many excellent cultural and recreational activities.

San Dimas was incorporated in 1960 with a Council-Manager form of government. Its 33,737 citizens receive a full range of services through the combined efforts of the City's five departments (City Manager's Office, Administrative Services, Parks & Recreation, Public Works and Development Services) and the contract services of Los Angeles County.