



## EMPLOYMENT OPPORTUNITY

Tri-City Mental Health Services invites your application for the position of:

### **FACILITIES MANAGER (Full-Time)**

**ANNUAL SALARY: \$69,673.90 - \$111,478.24 (DOQ)**

**APPLY BY: OPEN UNTIL FILLED**

#### **THE POSITION**

Tri-City is actively recruiting for a Facilities Manager to be responsible for overseeing and managing the daily operations and activities of the Facilities Maintenance Department. The Facilities Manager will report to the Chief Operations Officer/HIPAA Privacy Officer.

This position is responsible for a variety of ongoing responsibilities including, but not limited to:

- Manage staffing, repair and upkeep of all Agency owned and leased buildings, facilities, grounds, Agency vehicle and equipment inventory;
- Coordinating, supervising, directing and providing supervision to Facilities Maintenance Department staff;
- Direct and oversee improvements by independent contractors performing work as hired by the Agency. Review scope of work, schedule, and contract requirements;
- Maintain permits and monitor testing requirements to operate physical plant functions, including elevator permits and load tests, alarm system permits, back flow irrigation prevention devices and testing for the City of Pomona, City of Claremont, City of La Verne, and County of Los Angeles; verify contractor permits; ensure fire inspections have been completed to comply with Medi-Cal site certification requirements and all building and safety codes;
- Ensure compliance with Cal/OSHA standards and local building codes and maintain quarterly OSHA compliance checklists. Submit completed checklists directly to the Chief Operations Officer/ HIPAA Privacy Officer;
- Coordinate, facilitate and lead the Monthly Capital Improvements Project Meeting that includes the Executive

#### **TRI-CITY BENEFIT OVERVIEW:**

**SALARY:** Merit increases available annually based on performance, budget availability and supervisor approval.

**VACATION:** 80 hours per year, increasing with years of service. Cash out option available.

**HOLIDAYS:** 10 paid holidays per calendar year plus additional 16 hours of floating holidays.

**SICK LEAVE:** 88 hours per year with no cap.

**RETIREMENT:** Tri-City participates in the California Public Employees Retirement System (CalPERS) with a retirement formula of 2% @ 55 for Classic members & 2% @ 62 for PEPPRA members; employee contributes 7% & 6.25%, respectively; no Social Security.

**HEALTH INSURANCE:** Medical (Kaiser HMO), dental (MetLife PPO) & vision (EyeMed) of which Tri-City pays 80% of premiums.

**LIFE INSURANCE:** Paid at 1 times annual salary.

**ADDITIONAL BENEFITS:** STD/LTD & ADD, FSA, EAP, Deferred Compensation (457b), Credit Union, Bilingual Pay, On Call Pay, Employee Referral Program, Loan Forgiveness & paid time off for CME, etc.

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Director, Chief Financial Officer, Chief Operations Officer/ HIPAA Privacy Officer and assigned Agency Consultants. Prepare the minutes, agenda and estimated costs spreadsheet by fiscal year for each meeting, including any additional project related documents;

- Meet with the Property Management Company at Agency owned housing facilities and ensure that Quarterly Maintenance Checklists are completed and maintained on file;
- Coordinate with the Public Housing and Outreach Manager and contracted Property Management Company to approve maintenance requests for Agency owned housing facilities and provide recommendations as needed to ensure the safety of the property and tenants;
- Prepare and present inspection and project reports and updates;
- Review Facilities Maintenance Department Inspection Reports and provides Chief Operations Officer/ HIPAA Privacy Officer with Risk Analysis and recommendations;
- Prepare and maintain outside contracts for the required maintenance of Agency buildings and grounds, including contracted waste management, elevator, fire alarm, security systems, and custodial and landscaping agreements;
- Other duties as assigned. \*A full and complete job description is available upon request.

### **QUALIFICATIONS**

Four years of progressively responsible managerial, supervisory, and administrative experience in facilities maintenance, public works and/or capital improvement projects. Experience in building technology methods and materials, vocational trades, or related facilities maintenance area is required. Knowledge of facilities maintenance, construction management and capital planning management. **PREFERRED:** A Bachelor's degree in public administration, business administration, or a related field is highly desirable.

**LICENSE:** Must have & maintain a valid Class C California Driver's License, a satisfactory driving record, and a properly registered and insured vehicle.

\*Candidates may be hired above the minimum salary range depending on qualifications (DOQ).

### **APPLICATION & SELECTION PROCESS:**

Applications will be received and reviewed through CalOpps website. Those candidates, whose applications indicate that they are most qualified, will be invited to attend an oral interview. If necessary a second and third oral interview will be conducted.

To apply, please visit our Career Page at <http://www.tricitymhs.org/careers> or via CalOpps at:

<https://www.calopps.org/node/11282471/recruitments>

You must apply online. Tri-City does not accept fax, email or copy applications. You may include a cover letter and resume, however, resumes in lieu of completion of the online application. Questions regarding this recruitment can be directed to:

**Email:** [hr-team@tricitymhs.org](mailto:hr-team@tricitymhs.org)

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## ABOUT TRI-CITY

Tri-City Mental Health Center is a public agency serving the diverse communities of Pomona, Claremont, and La Verne.

Established in 1960, Tri-City Mental Health Services (TCMHS) was conceptualized as a comprehensive mental health service provider, dedicated to helping families and individuals of all ages reach their full potential. Through close and dedicated collaboration with the community it serves, TCMHC has successfully created an integrated system of care that ensures access and enhances mental and emotional health. Available services include but are not limited to psychotherapy, clinical case management, medication support, peer-to-peer support, psychoeducation, linkage and referral, vocational training and support, socialization activities, and community outreach.

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### **AN EQUAL OPPORTUNITY EMPLOYER**

Tri-City does not discriminate on the basis of race, religion, color, national origin, ancestry, disability, marital status, age, sex, sexual orientation, gender or gender identity. Tri-City maintains and enforces a zero-tolerance policy relating to substance abuse and maintains a smoke-free workplace.

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