



*"Building community and enhancing quality of life through people, parks, and programs."*

Greater Vallejo Recreation District  
395 Amador St.  
Vallejo, CA 94590  
[www.gvrd.org](http://www.gvrd.org)

## Job Announcement

The Greater Vallejo Recreation District  
invites applications

**Position: Facilities Supervisor**

**Department: Maintenance**

**Job Opening Date: April 13, 2021**

**Location: Facilities**

**Deadline for applying: Open Until Filled**

**Position Type: Full Time**

**Salary Range: \$38.93 - \$47.34 hourly**

The Greater Vallejo Recreation District is a Special Service District that has been serving area residents for over sixty years. As a Special Service District, GVRD operates as a separate government agency from the City of Vallejo. GVRD manages 407 acres of public park space including 20 neighborhood parks, 10 community parks, 6 special purpose parks, and Olympic-size swimming pool and 4 community centers. GVRD maintains over 1,000 acres of public land.

GVRD is governed by a five-member Board of Directors. With 30 plus full time and approximately 155 part-time and seasonal employees, GVRD operates on a 2019-2020 fiscal year budget of \$7.9 million for general fund operations and Measure K funding amounting to \$2.2 million. The Measure K funding is being utilized to purchase necessary equipment, improve parks, facilities.

### GENERAL SUMMARY

This position is responsible for reviewing, prioritizing, and inspecting work, overseeing the District's fleet, participating in the construction and maintenance of District facilities, developing RFP's for architectural and engineering services, developing and administering budgets, and supervising facilities staff.

### ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job announcement is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this announcement.

- Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.

- Reviews, prioritizes, assigns, and inspects work orders for GVRD's parks, facilities, and fleet.
- Directs, coordinates, participates in, and reviews the work for repair and maintenance projects. Meets with staff to identify and resolve problems
- Confers with architects and/or engineers for the districts larger projects. Assists with the design of projects to be consistent with the overall direction of the district and budgets.
- Monitors and evaluates the efficiency and effectiveness of Facilities Maintenance Operational Plan. Assesses rules and policies for safety and relevancy. Identifies opportunities for improvements, makes recommendations and reviews with the Maintenance Superintendent.
- Prepares and solicits bids for a variety of projects and materials. Coordinates the work of various contractors on park and facility projects. Conducts field inspections to check for work-in-progress and completed projects.
- Participates in preparing and administering the Facilities Maintenance budget. Submits budget recommendations and monitors budget.
- Generates requests for proposals. Conducts job walks, awards contracts, procures necessary permits, and approves billing.
- Manages GVRD fleet. Utilizes local vendors for maintenance needs, makes recommendations for replacement, and writes reports for disposal of equipment.
- Advises the stakeholders within GVRD on the best practices for projects as they relate to the facilities department.
- Responds to internal and public inquiries and complaints related to assigned function to maintain good relations with the public and District staff.
- Participates in long-term planning to assess future needs. Researches new operational techniques, methods and equipment and makes recommendations for purchase and/or implementation.
- Performs job functions in a departmental head supervisory role as requested by the General Manager or their designee when needed.
- Performs related work as required.

## **SUPERVISORY RESPONSIBILITIES**

- Work requires supervising and monitoring performance for a regular group of employees (1 or more full-time employees) including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed.

## **HUMAN COLLABORATION & JOB IMPACT**

This area describes the personal interaction with others outside direct reporting relationships as well as the impact the job has on GVRD, the department or unit objectives, the output of services, or employee or public satisfaction.

- Interactions may result in decisions regarding implementation of policies. Contact may involve support of controversial positions or the negotiation of sensitive issues or important

presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. The impact the job has on GVRD is significant in terms of time, money, or public/employee relations.

## **FISCAL RESPONSIBILITY**

This section describes the accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has moderate fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.

## **MINIMUM QUALIFICATIONS**

### **Required Education and Experience**

- Bachelor's degree from a four year accredited college or university with major course work in facilities management/maintenance (or related area of study).
- Five (5) to seven (7) years' experience in facility construction and maintenance and with project management
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

### **Preferred Licenses or Certifications**

- Certified Irrigation Auditor through the Irrigation Association (IA), Backflow Tester Certificate

### **Required Licenses or Certifications\***

- Certified Pool Operator (CPO), Certified Playground Safety Inspector (CPSI), and Facilities and Grounds Management Certificate by the APWA
- Possession of a valid driver's license and maintenance of an acceptable driving record while employed
- Possession of, or ability to obtain, a valid Community CPR/First Aid Basics certificate.

\*District will provide qualified applicants up to 6 months to obtain CPO and up to 12 months to obtain CPSI and Facilities and Grounds Management Certificate

## **COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES**

### **Knowledge of:**

- English grammar, spelling, and punctuation
- Principles and practices of basic bookkeeping
- Modern office procedures, methods and computer equipment
- Principles and practices of employee supervision

- Building trades and construction practices
- Budget and procurement process
- Current design standards and codes

**Skill in:**

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Bilingual in English/Spanish is a plus

**Ability to:**

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Analyze work for solutions to problems
- Establish and maintain effective working relationships
- Communicate effectively, both orally and in writing
- Adjust schedules as needed

**WORK ENVIRONMENT/CONDITIONS**

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

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment			X
Street environment (near moving traffic)	X		
Construction site		X	
Confined space	X		
Vehicle			X
Warehouse environment	X		

Shop environment		X	
Other	X		
<b>Exposures</b>	<b>Seldom or Never</b>	<b>Sometimes</b>	<b>Frequently or Often</b>
Individuals who are hostile or irate	X		
Individuals with known violent backgrounds	X		
Extreme cold (below 32 degrees)		X	
Extreme heat (above 100 degrees)		X	
Communicable diseases	X		
Moving mechanical parts		X	
Fumes or airborne particles		X	
Toxic or caustic chemicals, substances or waste	X		
Loud noises (85+ decibels such as heavy trucks, construction)		X	

## WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position requires occasional exposure to unpleasant environmental conditions and/or hazards and is generally sedentary. Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. This position falls under the Disaster Service Worker designation.

## POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time position. Days and hours of work are Monday through Friday, 6:30 a.m. to 3 p.m.

## TRAVEL

## WORK AUTHORIZATION/SECURITY CLEARANCE (IF APPLICABLE)

This position does not require security clearance.

## APPLICATION PROCESS

To be considered for this career opportunity, please submit a GVRD employment application to the main office, Greater Vallejo Recreation District, 395 Amador Street, Vallejo, CA or electronically to [HR@gvrd.org](mailto:HR@gvrd.org). **Resumes without GVRD employment application** will not be considered for this position. Please visit <http://www.gvrd.org/> click: About Us/Human Resources/Human Resources for full job description and employment application or employment applications are available at the main office. Office hours are 8:00 a.m. to 5:00 p.m.

## SUPPLEMENTAL INFORMATION

### Pre-Screening

GVRD will consider applicants who meet the minimum qualifications for the position and who have provided all requested application materials will be considered for an interview.

### Pre-employment

Selected candidate will be required to successfully complete pre-employment background check including fingerprint check and reference check.

### Testing

Candidates invited to interview in person may be asked to complete position specific exercises and/or testing.

## EEO STATEMENT

GVRD is an equal opportunity employer.

## ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. GVRD reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the Human Resources Department.