



FACILITIES MANAGER



The City of Fremont's Public Works Department invites applications for Facilities Manager

First Review of Applications: Noon on February 8, 2019

Fremont is a dynamic, forward-thinking innovative City with a bold vision for "strategically urban" growth. At the same time priority is given to the proactive maintenance and improvement of the City's existing infrastructure. The Facilities Manager leads a staff of three professionals and a team of consultants. Working collaboratively with City staff you will support and maintain over 150 facilities / structures which encompass nearly a million square feet.

Help us complete multiple exciting projects and bring our vibrant Downtown project to life!

We invite you to apply and join our team!

THE IDEAL CANDIDATE

Under the direction of the City Engineer, the Facilities and Real Property Manager will manage all aspects of the City's Facilities management program.

The Facilities Manager will cultivate an innovative environment and promote a proactive customer oriented approach towards exceeding client needs. We serve both internal and external customers, thus this position will be expected to provide creative and forward thinking solutions. This position will work closely with the Public Works Executive Leadership Team, City Council, City staff, residents, and the business community.

The Facilities Manager will focus on contract management, including compliance and enforcement. The incumbent should have experience in facilities and asset management with knowledge of leadership in energy and environmental design (LEED) practices, mechanical, electrical, and plumbing (MEP), life cycle costing, facility assessments, and predictive, preventative, and reactive maintenance best practices. The Facilities Property Manager will ensure best practices as it pertains to construction management including scheduling, cost control, trend analysis, and risk assessment. Knowledge of CA Title 24 (current edition) and new ADA requirements is highly valued.

The incumbent will provide a coaching and mentoring culture which provides staff the opportunity to thrive and grow while guiding the team to meet their highest potential.

EXAMPLES OF JOB DUTIES

- Manage and direct a comprehensive Facilities section
- Be knowledgeable and experienced in Facility Management practices; and flexible, progressive and innovative in seeking solutions.
- Manage challenging and multidisciplinary Public Works infrastructure projects from conception through construction; responsible for planning, budget, design, scheduling, bidding , and contracting.
- Analyze relevant facility management and construction issues and identify possible solutions.
- Select, manage and review the work of consultant teams to deliver all or parts of capital projects.
- Participate in a collaborative and positive manner with internal and external stakeholders to achieve resolution; generate options and make recommendations.
- Communicate clearly in both written and verbal form.
- Excited to work for a diverse community preparing for urban growth with corresponding infrastructure needs.
- Other duties as assigned including flexibility to work on stretch assignments to foster professional growth.

FREMONT — A CITY ON THE MOVE!

Fremont is a well-managed and innovative city, and has recently generated national attention by placing 7th on the list of the Greenest Cities in America according to a 2018 Wallet Hub survey and ranking 3rd Best City in the Nation to raise a family, according to another 2018 survey by Wallet Hub. Located in the heart of the Bay Area and Silicon Valley, Fremont prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, quality parks and nearby open space, and an incredibly diverse population of over 235,000 residents. As a full service City, Fremont employs over 937 regular employees and has a General Fund budget of \$205 million.

Fremont is an employer that values its people, creativity, quality service, integrity, open communication, collaboration, mutual respect, and diversity. Employees find their work challenging, yet rewarding, and most importantly, enjoy the chance to make a difference through public service.



Tentative Recruitment Schedule

First Review Date: 12:00 Noon February 8, 2019
Oral Panel Interviews: Week of February 18, 2019
Departmental Interviews: Week of February 25, 2019

EDUCATION, EXPERIENCE AND CERTIFICATIONS

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary to satisfactory job performance would be qualifying. A typical way to qualify for this position includes: Possession of a Bachelor's degree in Business, Public Administration, or Engineering (structural, civil, architectural) and 5 years of significant management level experience including at least three years in managing negotiations and supervising professional staff, contractors, and consultants.

Licenses / Certificates / Special Requirements

This classification requires the ability to travel independently within and outside of the City limits. Possession of valid Class C Driver's License is required.

COMPENSATION AND BENEFITS

The annual salary is \$118,443 - \$159,884 depending on qualifications. Current benefit features include:

CalPERS Retirement Benefit*

- Classic Employees - 2.0% @ 60 benefit, 3 year final average compensation.
- New Employees - 2.0% @ 62 benefit, 3 year final average compensation.
- Required PERS contributions vary by plan. All required contributions are tax deferred.
- City paid Health Benefit Allowance (HBA) for employees/dependents includes \$2,230.13 monthly for medical, dental and vision plans.

A complete benefits summary can be found at Fremont.gov or by using this link: [Benefits Summary](#)

This position is represented by the FAME bargaining unit. The probationary period for this position is twelve (12) months.

*Refer to CalPERS web site for complete definitions of Classic and New employees: www.calpers.ca.gov

HOW TO APPLY

To be considered for this position, apply online by submitting a completed City application, resume and completed supplemental questionnaire at www.fremont.gov/apply.

SELECTION PROCESS

The process may include panel interview (s) and other related test components. Reference, and fingerprint checks are required for this position. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

Reasonable Accommodation

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities.

Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660.

The information contained herein is subject to change and does not constitute either an expressed or implied contract

The City of Fremont is an Equal Opportunity Employer.

HUMAN RESOURCES DEPARTMENT
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