

# BUILDING/FLEET MAINTENANCE SUPERINTENDENT JOB ANNOUNCEMENT



## COME JOIN THE PUBLIC WORKS DEPARTMENT!

The City of Foster City is looking for a Building/Fleet Maintenance Superintendent who will oversee the Building and Fleet Maintenance Division of the Public Works Department. This position is responsible for planning, organizing, supervising, reviewing, and evaluating diverse and specialized building and fleet maintenance and repair functions.

This position manages and develops outside contracts, vendors, and project budgets; assures regulatory compliance and economy in all programs; coordinates assigned activities with other City departments and outside agencies; provides responsible and technical staff assistance; and performs duties as assigned. The ideal candidate would be able to communicate clearly and concisely, both orally and in writing.

# ABOUT FOSTER CITY

## HISTORY

Incorporated in 1971 and named after real estate tycoon and visionary, T. Jack Foster, Foster City is a one-of-its-kind master planned community that rose out of the reclaimed marshlands of the San Francisco Bay. The original Master Plan envisioned a self-contained community with a variety of housing types, neighborhood shopping centers, waterfront lots and parks, and other commercial & industrial uses.

To learn more about the history of Foster City, visit:

[Foster City Documentary Series Chapter 1 The Beginning Construction of Foster City 1960-1980](#)



*"Using data drawn from our 2021 Best Places to Live List, Money ranked cities and towns based on the percentage of their population living within a 10 minute walk of a park. Foster City, California, came out on top, with 100% of its population of 33805 living within a short walk of one of its 24 public parks" - money.com*

## THE ORGANIZATION

Foster City is a General Law City and operates under the Council-Manager form of government. The five members of the City Council/EMID Board are elected to four-year terms. The City Manager is appointed by the City Council/EMID Board and serves as the chief executive of the municipal organization. Foster City is a full-service city with a total 2025-2026 budget of \$219.7 million. Projected staffing includes 181 FTEs.

## MISSION

The mission of the City of Foster City is to deliver equitable services that are customer focused with an emphasis on public safety, neighborhood livability, smart planning, a vibrant economy, infrastructure innovation, and sustainable environment. In pursuit of this mission, we use community engagement and data to make decisions and measure progress based on economic, social, and environmental factors.





## THE DEPARTMENT

The Public Works Department manages and maintains City's essential infrastructure and manages the City's Capital Improvement program. The Department is comprised of the Engineering and Administration and Operations and Maintenance Divisions (Water, Wastewater, Stormwater/Lagoon/Streets, Vehicle Fleet, and Building). The department also manages the traffic signal and street lighting maintenance program, the pavement management program, solid waste and recycling program, coordinates all activities related to the City's stormwater and NPDES compliance program, and reviews infrastructure improvements for private developments within the City. It is the Department's goal to provide courteous, responsive, and efficient services to the public and to other City departments and to effectively manage its programs in a responsible manner best serving the needs of the community.

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## THE POSITION

This is a management classification responsible for planning, organizing, reviewing, and evaluating diverse and specialized building and fleet maintenance and repair functions. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

### ANNUAL SALARY

**\$142,197.33**

to

**\$172,841.76**



## IDEAL CANDIDATE

The ideal candidate is a skilled maintenance professional with strong leadership abilities and hands-on experience in buildings and fleet operations.

They are organized, safety-focused, and adept at managing staff, contractors, and maintenance projects efficiently. They communicate clearly, solve problems quickly, and maintain positive working relationships across the organization.

# EDUCATION & TRAINING

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

## Education

Equivalent to completion of the twelfth (12th) grade supplemented by specialized training or coursework in construction trades, maintenance, automotive technology, or repair, and/or supervision.

## Experience

Five (5) years of experience as a journey-level mechanic performing vehicle and equipment repairs or general repair and maintenance in one or more of the building trades, of which two (2) years should be in a supervisory or lead capacity.

For knowledge, skills, and abilities, review the [Building/Fleet Maintenance Superintendent](#) job description.

# BENEFITS

The City of Foster City provides a superior benefits program which includes:

- Retirement Plan: Participation in CalPERS in the @% @ 62 retirement plan for new members and 2.7% @ 55 for classic members.
- Leaves: 13 paid holidays; sick leave (8.66hrs/month); vacation leave based on years of services; administrative leave.
- Deferred Compensation: Voluntary 401(1) that include employer matching, 457(b)/VEBA (tax deferred health benefit program).
- Health Benefits: Flexible benefits program including health, dental, vision, and medical/dependent care reimbursement accounts.
- Work Schedule: Optional 9/80 work schedule.
- Other: Long-Term disability insurance; and life insurance.



## SELECTION PROCESS

The most qualified candidates will be invited to continue in the selection process. The selection process may consist of one or more of the following components: application review, performance-based exam, written exam, and panel interview. A final interview will be scheduled to fill the current vacancy following the establishment of the employment list. This list will be in effect for at least one-year. Once a top candidate is identified, we will conduct reference checks. After a conditional job offer, applicants must successfully pass a pre-employment background check and other requirements as applicable.

## TO APPLY

A City/District application and supplemental questionnaire are required for consideration. Please keep in mind the closing date. If the recruitment is continuous or open until filled, however, the recruitment may close at any time when enough qualified applications have been received. Applications may be submitted online at [www.calopps.org](http://www.calopps.org)