

CITY OF SOUTH SAN FRANCISCO
EMPLOYMENT OPPORTUNITY

Applications are being accepted for the position of:
Maintenance Services Supervisor
(Building Maintenance)

City of South San Francisco • Human Resources Department • 650.877.8522 • www.ssf.net • EOE

DEADLINE TO APPLY | TUESDAY, APRIL 14, 2026 AT 5:00 P.M. OR UPON RECEIPT OF THE FIRST 100 QUALIFIED ONLINE APPLICATIONS, WHICHEVER OCCURS FIRST.

For detailed information and to apply online, go to: www.calopps.org

SALARY: \$117,062.00 - \$142,272.00 Annually



The Parks and Recreation Department mission is to provide opportunities for physical, cultural and social well-being; protect and enhance the physical environment; and ensure the effective and efficient use of public facilities and open space. The Building Maintenance Division maintains 32 facilities totaling more than 563,000 square feet and over 275 acres of park land. The division provides janitorial, preventative maintenance services, and necessary building and related equipment repairs to all of the City's facilities, including interior and exterior work. The division also performs a variety of tasks, which include building and/or installing items involving finish carpentry, painting, plumbing, mechanical, electrical, and other skilled crafts work, and many other miscellaneous tasks as required.

IDEAL CANDIDATE | The ideal Maintenance Services Supervisor (Building Maintenance) candidate will be a highly skilled and results-driven leader with extensive experience in facilities maintenance and building operations. They will have a strong background in overseeing the repair, renovation, and upkeep of City-owned buildings and structures, ensuring all facilities are safe, functional, and well-maintained for public use. The ideal candidate will be well-versed in managing both routine maintenance and larger-scale improvement projects, including HVAC, plumbing, electrical systems, and general building repairs. This candidate will demonstrate exceptional leadership abilities and is capable of supervising a team, prioritizing work orders and managing maintenance schedules across multiple City facilities. They will have a deep understanding of facility management principles, construction techniques and the tools and materials required for maintaining public buildings and structures.

Schedule is 7:00 am – 3:30 pm, Monday – Friday. Remote/hybrid work schedules are not available. This position requires availability and responsiveness during day or night shifts as needed.

SELECTION PROCESS | The process will first consist of a review of application materials, including responses to supplemental questions, which must be detailed and complete. Applicants whose submitted application materials demonstrate knowledge, skills and abilities in the best alignment with the required and desired qualifications of this position will be selected to participate in the next phase of the qualification and selection process, which will include an oral panel interview and written exercise, tentatively scheduled for **Tuesday, April 28, 2026**. Following this examination, the top scoring candidates will be invited to a final selection interview with the hiring department. Possession of minimal qualifications does not guarantee advancement in the selection process and placement on the eligible employment list.

QUALIFICATIONS | *Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

Experience: Five years of progressively more responsible journey-level experience in one or more of the following areas: custodial/building maintenance, general contracting/construction (Facilities). Two years of this experience must be at least in a lead capacity.

Training: Equivalent to graduation from high school, supplemented by completion of college-level courses in management and supervision, plus an associate's degree from an accredited college or university with major coursework in construction or a closely related field is desirable.

Licenses and Certificates: Possession of an appropriate, valid California driver's license and a satisfactory driving record which must be maintained as a condition of employment.

HOW TO APPLY

FINAL FILING DATE IS APR 14, 2026 AT 5:00 P.M. OR UPON RECEIPT OF THE FIRST 100 ONLINE APPLICATIONS, WHICHEVER OCCURS FIRST.

Apply online via CalOpps at:

<https://www.calopps.org/city-of-south-san-francisco>