

CITY OF SOUTH SAN FRANCISCO EMPLOYMENT OPPORTUNITY

Applications are being accepted for the position of:

Program Manager (Building Maintenance)

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

DEADLINE TO APPLY | MONDAY, JULY 7, 2025 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: \$141,731.00 - \$172,286.00 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 Building Maintenance Program Manager is a dynamic, experienced leader with a strong background in municipal facilities management, operations, and maintenance. This individual is a strategic thinker and effective team builder, capable of driving high-impact programs and ensuring the City's facilities are safe, sustainable, and efficiently managed. The candidate will possess a thorough understanding of building systems, facility operations, energy and water conservation strategies, preventative maintenance, and repair work across a diverse portfolio of municipal facilities. The candidate will have proven experience managing multidisciplinary teams, supervising full-time and part-time staff, and overseeing complex projects and daily operations and will be able to inspire and guide teams through change and improvement processes. With a demonstrated ability to develop and manage division budgets, monitor expenditures, and ensure cost-effective service delivery, the candidate will be experienced in contract negotiation, vendor management, and procurement processes.

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 **Wednesday, July 30, 2025**. 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 responsible experience as a supervisor, superintendent, or other management / administrative capacity in general municipal maintenance activities or experience in custodial / building maintenance, including providing direct supervision to others. Experience providing significant involvement in operations of facilities maintenance or similar department is highly desirable.

Training: A bachelor's degree from an accredited college or university with major coursework in construction management, public administration, business administration or a related field.

Licenses and Certificates: Possession of, or ability to obtain, 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 JULY 7, 2025 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>