

# CITY OF GILROY IS HIRING

## Senior Facilities Maintenance Specialist

Administrative Services – Facilities Division

**\$6,959.92 – \$9,793.25 Monthly Plus Excellent Benefits!**

*Additional steps (Step F, Step G, and Step H) included in the salary range listed above are available to employees in this job classification after completion of five years of service (Step F), ten years of service (Step G), and 15 years of service (Step H), and one year at the prior step, and good performance evaluation. Initial salary placement is typically at the entry point of the range unless the candidate has prior Senior Facilities Maintenance Specialist experience which may warrant initial placement at a higher step.*

Opportunity to work a 9/80 work schedule with every other Friday off.

This is a full-time, on-site position, designed for direct collaboration with the team and active participation in daily operations.

***The City of Gilroy is an equal opportunity employer and supports workforce diversity, equity, and inclusion. Join our team!***

### ABOUT THE POSITION

The City of Gilroy is recruiting to fill the position of Senior Facilities Maintenance Specialist in the Administrative Services & Human Resources/Risk Management Department, Facilities Division.

In this exciting opportunity, the Senior Facilities Maintenance Specialist will work under direct supervision of the Facilities & Fleet Superintendent and will be responsible for maintaining and constructing all City buildings, structures, and park facilities. This role calls for a dynamic team player with outstanding communication and customer service skills, a positive attitude in the face of challenges, and a commitment to going the extra mile. It requires someone who can work independently, collaborate effectively as part of a team, and has experience supervising or coordinating work and overseeing the performance of others.

The Senior Facilities Maintenance Specialist is distinguished from the Facilities Maintenance Specialist in that the Senior Specialist is expected to perform the more challenging and complex tasks and is expected to perform certain administrative functions in support of the Facilities Division. This role offers a blend of strategic oversight and hands-on work. You'll have the opportunity to lead initiatives that impact the community directly, such as energy efficiency upgrades, safety improvements, and facility renovations. These tasks include a range of semi-skilled construction and repair work involving the use of basic tools and trade-related equipment. Duties may involve repairing electrical equipment and wiring systems; fixing windows, doors, cabinets, and other building components; maintaining interior and exterior furniture such as tables, chairs, benches, and bookcases; performing general plumbing repairs and installations; and carrying out basic concrete and masonry work.



### APPLICATION CLOSING DATE

**August 18, 2025**

### ORAL BOARD

**September 17, 2025**

### APPLICATION PROCESS

If you are interested in pursuing this exciting career opportunity, please attach and submit the following required items with your electronic NEOGOV application:

- Complete application with responses to Supplemental Questions
- Detailed resume focusing on relevant work experience and education is preferred
- A cover letter expressing your interest in this position is preferred

**Apply at**

**[www.CityOfGilroy.org/jobs](http://www.CityOfGilroy.org/jobs)**



Additionally, you must be able to diagnose mechanical problems and methodically troubleshoot any issues occurring with building systems, machines, and equipment. This role also serves as a trainer and provides leadership to the team on specific tasks and projects.

### **ABOUT THE DEPARTMENT**

The City of Gilroy's Facilities Division, part of the Administrative Services Department, is responsible for maintaining and preserving the city's public buildings and essential infrastructure. Our team ensures that city facilities remain safe, functional, and welcoming for both staff and the community. We support a variety of city departments by providing responsive maintenance services, managing building improvement projects, and promoting energy efficiency. Join a team that takes pride in serving the public and enhancing the spaces where local government happens.

### **THE IDEAL CANDIDATE WILL**

- Have strong leadership skills with the ability to organize, prioritize, lead, and problem solve the day-to-day work in the Facilities Division.
- Be highly organized and able to manage projects efficiently, use independent judgement, and confidently work well with minimal supervision.
- Be known for maintaining excellent interpersonal skills and a positive attitude and professional demeanor even during adversity.
- Provide great customer service and communicate effectively.
- Have extensive experience in general maintenance and various crafts within campus or multi-facility projects.
- Be knowledgeable with electrical wiring, outlets, repairing lights and replacing switches.
- Be skilled in performing basic plumbing repairs and installations such as repairing sinks, faucets, piping, mechanical and automatic flushing devices.
- Have experience working in carpentry work, repairing and replacing stairs, flooring, drywall, painting, masonry, and concrete work.
- Be familiar with HVAC systems, boilers, and hot water heater troubleshooting.
- Have experience operating heavy equipment, driving pickup trucks, Al tech, box truck, and tow trailers as needed.
- Be competent in the safe use in operating hand and power tools: table saw, Sawzall, band saw, sanders, router, drills, grinder, wire wheel, disc grinder, and rotary hammer.
- Possess Electrical, Locksmith, and/or Welding certifications.





## FIRST YEAR PROJECTS/ASSIGNMENTS:

- Assist in procurement efforts by obtaining vendor quotes for the installation of an HVAC system in the Annex server room.
- Assist with gathering and analyzing solar generation data to quantify the saving generated from the installation of solar panels at four city locations.
- Evaluate current Facilities Preventative Maintenance Program/Schedule and make recommendations for improvements and to include efficient work distribution to the Facilities team.

## CANDIDATE PERSPECTIVE/ LEARNING OPPORTUNITIES

As a Senior Facilities Maintenance Specialist, you'll play a key role in supporting and working alongside a dedicated team to maintain City of Gilroy buildings and structures. You'll contribute directly by supervising Facilities Maintenance Specialists, special project crews, seasonal part-time staff, and volunteers. This position offers the opportunity to develop and apply leadership and project management skills, with potential to attend annual training related to facilities maintenance and professional growth.

## QUALIFICATIONS

- Graduation from high school or GED equivalent.
- Five (5) years of recent work experience in building trades that includes at least three (3) years of full-time work experience equivalent to a City of Gilroy Facilities Maintenance Specialist (Equivalency to be determined at the sole discretion of the City of Gilroy). This experience must be with a campus, or with multi-facility projects.
- Possess and maintain a valid California Class C Driver License and a safe driving record necessary to operate assigned vehicle(s).
- Must be available to work varied hours, call back, and subject to emergency basis.
- Must pass an employment background check including a Department of Justice criminal record check.
- Pass a post offer medical examination, which includes a drug test.
- Prefer a non-tobacco user.

**TO REVIEW JOB DESCRIPTION AND ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES, CLICK HERE:**

### **SENIOR FACILITIES MAINTENANCE SPECIALIST**

#### **REPRESENTATION:**

AFSCME Local 101 General Unit

#### **BENEFITS OFFERED:**

May vary based on position and MOU. See more at information at: [www.cityofgilroy.org/164/Benefit-Summaries](http://www.cityofgilroy.org/164/Benefit-Summaries)

- Medical, dental, and vision
- Vacation leave, sick leave, and other paid time off
- CalPERS retirement pension plan
- Flexible spending accounts
- Pre-tax deferred compensation plans
- City-paid life and long-term disability insurance, and employee assistance program
- Commuter benefit program

#### **IMPORTANT INFORMATION:**

Prior to appointment and given at the City's expense, final candidates are required to pass an employment background check, State of California Department of Justice criminal records check, and as applicable: medical evaluation and drug screen (includes testing for psychoactive marijuana metabolites).

If special accommodations are necessary at any stage of the selection process, please contact Human Resources.

**Human Resources can be reached  
at: (408) 846-0228**

**Apply at [www.CityOfGilroy.org/jobs](http://www.CityOfGilroy.org/jobs)**

## APPLICATION PROCESS

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- A complete application with responses to Supplemental Questions
- A cover letter that explains your specific interest in this position with the City of Gilroy is required
- Detailed resume focusing on relevant work experience and education is required

**City Application Form** – Candidates must complete the NEOGOV City of Gilroy application form for this position and submit online. Please prepare attachments prior to completion of the NEOGOV application as incomplete applications will not be accepted.

### Apply Online:

Go to [www.CityOfGilroy.org/jobs](http://www.CityOfGilroy.org/jobs). You can apply online by clicking on the job title you are interested in and clicking on the "Apply" link. After viewing the Job Description, click the 'Apply' tab. If this is the first time you are applying using our online job application, you will need to create an account and select a Username and Password. After your account has been established, you can import your resume from LinkedIn, upload it from a saved document on your computer, or manually enter your personal information. This application will be saved and used to apply for future job openings.

**Only complete application packets will be reviewed.** Only the most qualified applicants with the most relevant experience and education will be invited to continue in the selection process. In addition, final candidates for the position are required to pass a background check, State of California Department of Justice criminal records check, medical evaluation, and drug screen (includes testing for psychoactive marijuana metabolites), given at the City's expense, prior to appointment. If special accommodation is necessary at any stage of the selection process, please contact the Human Resources Department right away at 408-846-0228.

*Attention: Communication regarding your status in this recruitment process will be conducted via e-mail. Be sure to include an e-mail address on the employment application. Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.*

**THE CITY OF GILROY IS AN EQUAL OPPORTUNITY EMPLOYER AND SUPPORTS WORKFORCE DIVERSITY, EQUITY, AND INCLUSION.**

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