



BUTTE COUNTY
invites applications for the position of:
**Superintendent, Facilities
Services**

SALARY: \$30.30 - \$40.60 Hourly
\$2,424.00 - \$3,248.00 Biweekly
\$5,252.00 - \$7,037.33 Monthly
\$63,024.00 - \$84,448.00 Annually

OPENING DATE: 03/11/19

CLOSING DATE: 03/24/19 05:00 PM

SUMMARY:

Under limited supervision, plans, organizes and manages the operations and staff of the facilities maintenance, grounds and janitorial services. Assures compliance with all laws, codes and safety policies and procedures.

FLSA: Exempt

ESSENTIAL JOB FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Oversees the operations of the building, grounds and janitorial services area; identifies, reviews and establishes operational guidelines, procedures and techniques; establishes priorities; recommends and implements changes to existing policies and procedures; determines compliance.
- Oversees and manages assigned staff and personnel; hires and/or recommends hiring; identifies and implements staff training programs; prioritizes and assigns tasks and projects; reviews work assignments and progress. Prepares performance evaluations; develops and implements disciplinary actions.
- Monitors division budget; assesses division costs and provides input on budget development; recommends and implements cost control measures.
- Responsible for the management and optimization of the Computerized Maintenance Management System (CMMS).
- Develops, documents and implements the preventative maintenance program of all facilities, systems and components; reviews manufacturer's operations manuals to determine optimum frequency of preventative maintenance; conducts routine inspections, and collects and evaluates data to monitor efficacy of the program; recommends adjustments and improvements to the program.
- Responsible for the development and administration of ad hoc project, repair and other contracts; prepares specifications and requests for proposals; oversees, coordinates and evaluates the work of contractors providing services to the Facilities Services division; tracks and reports on the progress of contracted projects; facilitates communication

among departments involved in maintenance and construction projects; coordinates work with all affected departments.

- Responsible for routine service contracts for all county building and facilities; specifies contract coverage; prepares specifications and requests for proposals; determines selection of service provider; administers and supervises policy.
- Oversees facility improvements and alterations; estimates cost for improvements; specifies specific facility changes; selects and administers plan for improvement modifications; supervises operation and implements required changes to reach desired outcome of project; enrolls and maintains improvement and alteration details (e.g. warranties, maintenance requirements) into the preventative maintenance program and/or CMMS
- Develops, executes and monitors customer satisfaction issues; evaluates, responds to and resolves customer complaints: identifies and investigates areas of staff concern; provides and implements recommendations follows up with customers to assure satisfaction with facility maintenance.
- Oversees safety evaluations, trainings and procedures; engages County Safety Officer on safety policies and protocols facility inspections for asbestos, mold and related materials; the removal of hazardous substances; scheduling of routine inspections of elevators and associated building systems and structures for compliance.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or GED.
- Prefer an Associate's degree in Construction, Architecture, Engineering or related field.
- Two (2) years experience as a Supervisor, Building and Grounds in Butte County or six (6) years journey level building maintenance experience, including three (3) years supervisory experience.
- Must have or obtain within one (1) year certification as a Forklift Operator.
- A valid State of California driver's license is required.
- Employees hired into this classification must file statements of economic interest with the Butte County Clerk/Recorder.
- Applicants must pass a standard criminal history and background check at time of hire. Candidates assigned to work in County Public Safety/Law Enforcement facilities may also be subject to additional background check requirements, including local, state and national fingerprinting through agencies such as the Department of Justice and Federal Bureau of Investigation.

ENVIRONMENTAL FACTORS AND CONDITIONS/PHYSICAL REQUIREMENTS:

- Work is performed in an office and outdoors environment.
- May be required to lift and carry items weighing up to 50 pounds.
- May be exposed to dangerous machinery, potential physical harm, extreme weather conditions and infectious diseases.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.buttecounty.net/humanresources>

Position #194603067
SUPERINTENDENT, FACILITIES SERVICES
TD

3 County Center Drive
Oroville, CA 95965
530-552-3552

personnel@buttecounty.net

Superintendent, Facilities Services Supplemental Questionnaire

- * 1. Do you possess a valid California driver's license?
 Yes No
- * 2. Do you have a high school diploma or equivalent GED certificate?
 Yes No
- * 3. The following questions will be used to rate your qualifications and to determine your ranking. Thus, it is to your advantage to be as clear and thorough as possible when completing the supplemental questions. Your responses to these questions will be used as the ranking tool, rather than a written examination. Select "yes" or "no" to acknowledge you have read and understand this process.
 Yes No
- * 4. 1. SFS - As Superintendent you will be responsible for planning, organizing and directing the maintenance, repair and enhancements of public buildings and equipment. Provide examples of your work experience that demonstrates knowledge of building structures, maintenance, and construction.
- * 5. 2. SFS - Describe your administrative experience in the area of personnel management in a building maintenance environment including: developing schedules and work assignments, employee performance evaluations, and progressive discipline. Include details such as the number of employees supervised and the type of work performed.
- * 6. 3. SFS - The Superintendent is responsible for the development and administration of maintenance and service contracts. Examples include, but are not limited to, pest control services, fire systems testing and maintenance, elevator inspection and maintenance, and small construction projects. a. Describe your experience preparing scopes of work and solicitation documents, and specifically include the key elements of a scope of work for these types of contracts. b. Describe your experience and process in managing service and construction contracts. Please include key elements associated with managing service and construction contracts.
- * 7. 4. SFS - Facility condition assessment is a critical element of the Facilities Services division. Describe your experience in conducting building inspections to identify concerns for deferred maintenance and/or safety hazards, and for timed maintenance and/or improvement, and describe your experience in prioritizing and implementing plans to address deferred maintenance.
- * 8. 5. SFS - One of the most important functions of this position is solving problems. Describe the steps you take in resolving problems (employee conflicts, project delays, poor vendor performance, customer complaints, etc.)

* Required Question