



**MISSION  
VIEJO**

## CITY OF MISSION VIEJO

### Invites Applications For **FACILITIES MAINTENANCE MANAGER**

\$8,084 - \$11,131 per month

**APPLY BY: 3:00 P.M., MONDAY, APRIL 24, 2017**

The City of Mission Viejo is accepting applications from qualified applicants for the position of Facilities Maintenance Manager. The eligibility list established for this position may be used to fill future full-time, part-time or temporary Facilities Maintenance Manager vacancies.

Currently, there is one (1) full-time vacancy in the Public Services Department assigned to City Hall. This position is normally scheduled to work Monday through Friday from 8:00 a.m. to 5:00 p.m., but may vary depending on the needs of the City including after-hour City Council meetings, emergency response, weekend assignments, or special events. This is an exempt position in the City's Supervisory/Administrative group.

#### **KEY RESPONSIBILITIES INCLUDE**

- Assume management responsibility for all services and activities of the Facilities Maintenance Division, including City Hall, library, animal shelter, recreation and sports facility buildings, community center, corporate yard and various storage buildings;
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and reviews with the Director of Public Services; direct the implementation of improvement;
- Select, train, motivate, and evaluate assigned personnel; coordinate staff training, including safety and risk management policies, procedures and methods; work with employees to correct deficiencies; implement discipline and termination procedures;
- Plan, direct, coordinate and review the work plan for the Facilities Maintenance Division; meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor work flow, review and evaluate work product, methods and procedures;
- Coordinate activities of staff and the division with those of other City departments and outside agencies; communicate with various governmental agencies such as the County of Orange and other local agencies regarding permits and regulatory issues;
- Participate in the development and administration of the Facilities Maintenance Division annual budget; compile the forecast for additional funds for staffing, equipment, materials and supplies; monitor expenditures and implements adjustments as necessary;
- Inspect City facilities on an as needed basis and make recommendations for improvements and repair; ensure that facilities are in compliance with applicable State, County and City regulations;
- Prepare specifications, estimates and bids for machinery, tools, equipment and contract services; administer specified contracts, inspect work in progress, and authorize payment for work performed;
- Prepare records related to work performed and materials and supplies used; research special projects, evaluates alternatives, prepare reports and recommendations; write correspondence, and responds to public inquiries and provides pertinent information;
- Provide responsible staff assistance to the Director of Public Services; prepare and present a variety of staff reports and other necessary correspondence;
- Respond to emergencies as required; coordinate activities with other responders to provide effective response; direct the work of staff and utilization of resources to affect repair and ensure the safety of the community;
- Provide for safety training of staff; direct a work safety training program and conduct safety meetings;
- Receive, investigate, and respond to problems and complaints from citizens in a professional manner; identify and report findings and takes necessary corrective action; and
- Perform other duties as assigned.

*Applicants are encouraged to review the entire Facilities Maintenance Manager job description by visiting the City's website at <http://cityofmissionviejo.org>.*

#### **IDEAL CANDIDATE**

- Strong work experience with facility maintenance supervision;
- An effective and experienced supervisor who will mentor and develop staff;
- Ability to work in a fast-paced environment with numerous deadlines and is detail-oriented and accurate in their work;
- Proactive thinker with a positive, solution-oriented attitude;
- Ability to establish and maintain effective and harmonious working relationships with all levels of staff, elected and appointed officials, vendors, contractors, volunteers, and the public;
- Flexible self-starter who is enthusiastic, open to new ideas, and works independently with minimal supervision; and
- Successful performance of work which includes long-and-short range planning and capital improvement project oversight; and
- Good oral and written communication skills with knowledge of writing and standard format for reports and correspondence.

#### **QUALIFICATIONS**

Equivalent to graduation from an accredited four-year college or university with major course work in business or public administration, construction technology or a related field and five (5) years of responsible experience in facilities or building maintenance, including two (2) years of supervisory experience. Additional experience as outlined above may be substituted for the education on a year-for-year basis up to a maximum of two (2) years.



## **LICENSE OR CERTIFICATE**

Must possess and maintain a valid California class C driver's license and a satisfactory driving record. Possession of contractor's license, pest control license and/or other licenses related to the work is desirable.

## **EMPLOYMENT BENEFITS**

The City of Mission Viejo offers an excellent benefit package to its employees. For more information, please visit <http://cityofmissionviejo.org> and look for Employment in the Action Center. Highlights include:

**Health & Welfare Insurance:** The City offers a "cafeteria style" flexible benefits plan, with a fixed monthly contribution provided by the City for all regular and probationary full-time and part-time employees. At their option, the employee may participate in medical, dental, vision, domestic partner, and/or dependent insurance coverage. Employees are eligible for insurance effective the first of the month following a 30-day waiting period.

**Life Insurance:** The City provides life insurance in the amount of two (2) times annual salary to a maximum of \$300,000.

**Disability:** The City provides short-term and long-term disability insurance coverage to the employee.

**Flexible Reimbursement Account Program:** Provides for pre-tax contributions for medical and/or dependent care expenses.

**Public Employees' Retirement System (PERS):** Effective January 1, 2013, newly hired employees who are new California public retirement system members, as defined by the [Public Employees' Pension Reform Act of 2013](#) ("PEPRA") will be enrolled in the CalPERS 2% @ 62 defined benefit plan and will contribute 6.25% of their salary towards this benefit. Under PEPRA, the City cannot pay any of the new members' CalPERS contributions. Newly hired employees who are already CalPERS members will be eligible to participate in the 2% at 60 defined benefit plan with retirement compensation based on the average of the three highest years of salary and the employee paying the full 7% member contribution.

**Social Security:** While the City does not participate, federal mandate requires new employees to contribute 1.45% of wages to Medicare insurance coverage.

**Retiree Health Account:** After one year of service, employees are required to contribute 1.5% of their salary on a pre-tax basis while the City contributes \$100 per month for full-time employees to the Supplemental Health Account for Retired Employees (SHARE) account.

**Comprehensive Annual Leave (CAL):** Provides employees with paid time off for rest and relaxation, personal or family illness, bereavement and personal business - 24 days annual accrual during the first year, increasing to 35 days beginning in year ten.

**Holidays:** 10 paid holidays and 1 floating holiday.

**Employee Assistance Program:** Employee and qualified family members receive professional confidential assistance.

**Wellness Program:** The City offers free membership, with some restrictions, to the City's Recreation and Tennis Centers for employees and their family members.

## **APPLICATION PROCEDURE**

Applicants are required to apply on-line directly by visiting the City's website at <http://cityofmissionviejo.org>. Applications, any accompanying materials, must be filled out completely and must show that the minimum qualifications are met. **Resumes and cover letters will not be accepted in lieu of a completed City application for review of minimum qualifications.** Complete one application per position. Completed on-line applications must be received no later than 3:00 p.m. on the filing deadline.

**If you have problems creating a user account or submitting your on-line application, please contact NEOGOV directly at 855.524.5627.**

## **SELECTION PROCEDURE**

Applicants must be specific and complete in describing their qualifications for this position. Based upon the information presented on the application materials, those applicants who are determined to possess the most suitable qualifications will be requested to continue in the recruitment process. Not all applicants will proceed to the Written and/or Oral Interview Examination. Failure to state all pertinent qualifications may lead to elimination from the recruitment process. All applicants will be notified, by mail, of the results of the selection process.

## **EXAMINATION PROCEDURE**

Only those candidates possessing the MOST DESIRABLE qualifications and best meet the needs of the City will be invited to participate in the examination process. The examination process may consist of any or all of the following components: written examination, skills assessment evaluation, and oral interview. Eligible candidates will be notified when testing dates have been established.

## **ELIGIBILITY LIST**

This contains the names of the candidates that successfully complete the oral interview examinations (see Examination Procedure). Unless exhausted sooner, eligibility lists remain active for a period of six (6) months. The eligibility list established for this recruitment may be used to fill future full-time, part-time and/or seasonal vacancies for this job classification.

## **VETERANS PREFERENCE SYSTEM**

Veterans of the armed forces, who have received Honorable Discharges from active duty, shall receive an additional five (5%) percent added to each written, skills inventory and/or oral interview examination test score that they pass. This preference will apply only to the first appointment to any regular City appointment. A copy of your valid DD214 must be submitted on or before the final filing date in order to be eligible for Veterans Preference System.

## **ACCOMMODATION FOR DISABILITY**

Individuals with disabilities who require accommodation in the application, testing and/or interviewing process, must provide the Human Resources Office by the application due date, documentation from a qualified authority to confirm the disability and prescribed accommodation. An applicant is not required to disclose information about physical or mental limitations that he or she believes will not interfere with his or her ability to perform the essential requirements of the job.

## **SPECIAL NOTICES**

The City of Mission Viejo requires a job related physical examination, including a drug and alcohol test and a complete background investigation, as part of our selection of regular and part-time, hourly, seasonal, and/or temporary employees. All new and re-hired employees will be fingerprinted as part of the employment process, and a criminal history check will be conducted with the Department of Justice. Offers of employment are conditional upon the successful completion of these examinations. Federal immigration law requires all employers to verify both the identity and employment eligibility of all persons hired to work in the United States. In its efforts to meet the law's requirements, the City of Mission Viejo is participating in the E-Verify Employment Eligibility Verification program established by the Department of Homeland Security and the Social Security Administration (SSA) to aid employers in verifying the employment eligibility of all newly hired or rehired employees. Our participation in this program does not exempt us from the obligation to complete a Form I-9 for every hired or rehired employee. All new and rehired employees appointed to a regular position will serve a probationary period for the first year of continuous employment. The department head, manager and/or supervisor, or the employee can terminate the employment relationship, at any time during the probation period without reason or right of appeal. The City of Mission Viejo has a smoking policy that prohibits smoking at the workstation of all employees. The provisions noted herein are intended only as general guidelines for prospective applicants and may be modified or revoked without prior notice or agreement.

In accordance with California state law, all City of Mission Viejo employees are disaster services workers and may be required to report for duty, or remain on duty, in the event of a disaster.

