

OPEN DATE: June 25, 2018
FINAL FILING DATE: July 9, 2018

FACILITIES MAINTENANCE SUPERVISOR

Monthly Salary Range \$7,044 - \$8,562
(Effective July 1, 2018, the base rate of pay will be increased by 3%)
Bargaining Unit: IFPTE, LOCAL 21

THE POSITION

The Public Works Department is seeking experienced individuals to fill one Facilities Maintenance Supervisor position in Martinez, CA. This is an excellent opportunity for qualified facilities maintenance personnel to assume the challenge and responsibility of a supervisory position. Under general direction, the Facilities Maintenance Supervisor has responsibility for planning, coordinating and directing and monitoring staff performing preventive maintenance and repair work; including, but not limited to hazardous materials programs and work activities at county building and general facilities. In addition to having knowledge of local, county, state and federal regulations and industry codes, a thorough knowledge of the tools, materials, equipment and practices used in maintaining and repairing structures, utility systems, electronic and traffic signals is needed to be successful in this supervisory role.

The ideal candidate will have a proven track record demonstrating the following skills and critical attributes:

- A complete understanding of the functions of Facilities Maintenance and preventative maintenance for county buildings; including detention centers, hospitals, health clinics and commercial office buildings
- Excellent interpersonal skills
- Ability to work with all staff levels, peers, and the public
- Effective in communicating in multiple modalities (written, verbal, non-verbal) with staff and the public
- Leadership skills with the ability to effectively coach, train, and mentor individuals and groups
- Effectively and efficiently plan, organize, and direct/oversee the work of personnel
- Principles of supervision and performance measurements

Read the complete job description at www.cccounty.us/hr. The employment list established from this examination will remain in effect for twelve (12) months.

TENTATIVE EXAM DATE

TENTATIVE ORAL INTERVIEW: July 31, 2018

MINIMUM QUALIFICATIONS:

License Required: Possession of a valid California Motor Vehicle Operator's License. Out of state valid motor operator's license will be accepted during the application process.

Experience: Three (3) years of full-time experience, or its equivalent, performing maintenance/repair work in a major facility. One (1) year of the required experience must have included supervisory experience as a lead worker or higher in one of the following areas: carpentry, heating, ventilation, air conditioning systems, electrical systems, electronic systems, painting, plumbing, or steam-fitting.

Other Requirements: Employees in this class may be subject to drug and alcohol testing under provisions of the County's Drug and Alcohol Testing Program.

SELECTION PROCESS

1. **Application Filing:** All applicants must apply on-line at www.cccounty.us/hr and submit the information as indicated on the job announcement by the final filing date.
2. **Application Evaluation:** Depending on the number of applications received, an Application Evaluation Board may be convened to evaluate and select the best-qualified candidates for invitation to the next phase of the examination.

- 3. Oral Interview:** Conducted by a Qualifications Appraisal Board who will evaluate candidates in job-related areas.

The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.

Exam Number: