

Alameda County
General Services Agency
invites you to apply for the position of



Carpenter Supervisor



APPLY TODAY!

A unique opportunity for those interested in contributing to public service in Alameda County through the General Services Agency. Lead a group of Skilled Crafts and Trades workers tasked with maintaining and remodeling County owned facilities that house the full array of County programs serving the County's vision and mission.

To apply, please complete an application and supplemental questionnaire on-line at www.jobaps.com/alameda.

Applications will be screened according to the qualifications outlined in the *Ideal Candidate* section of this brochure. The most qualified candidates will be invited to participate in the selection process.

Tentative Selection Schedule:

Application and Supplemental Questionnaire Filing Deadline : 5:00 PM, Monday, August 18, 2014

Interviews: Friday, September 12, 2014

GENERAL SERVICES AGENCY

The General Services Agency aligns its mission with Alameda County's Strategic Vision to enrich the lives of Alameda County residents through visionary policies and accessible, responsive and effective services. The General Services Agency (GSA) is an Internal Services Agency, but nevertheless enjoys many opportunities for its work to directly serve and benefit both County citizens and the County's 9,000+ employees. County-wide and GSA programs are consistently recognized through national award programs in Sustainability, Energy, and Design and Construction.

Alameda County is a national leader among Counties, fostering and promoting sustainability through education and outreach. Representative projects in GSA include developing transportation initiatives to reduce driving, including using shuttles, bikes, and shared vehicles. The County Green Building Ordinance has mandated a minimum of LEED™ Silver rating for new structures since 2004, and the adoption of a Climate Action Plan for the County's operations in 2010 provides context for more innovative design and construction practices, including Net-Zero energy design. Recent representative Capital projects include the LEED-Gold rated Castro Valley Library, and the \$680M replacement of the Acute facilities at Highland Hospital, the largest capital project in the County's history.

The General Services Agency employs approximately 400 employees in a variety of professional, technical, clerical and maintenance/skilled trade classifications. The agency's operating budget for 2013-2014 is over \$346 million and it manages a capital budget in excess of \$1 Billion. The following support services are provided: Building Maintenance and Technical Services including maintenance of over 130 facilities; Architectural/Engineering Services; Construction Management; Sustainability; Energy and Environmental Management; Child Care; Real Property; Property and Salvage; Recycling; Portfolio Management; and Transportation.

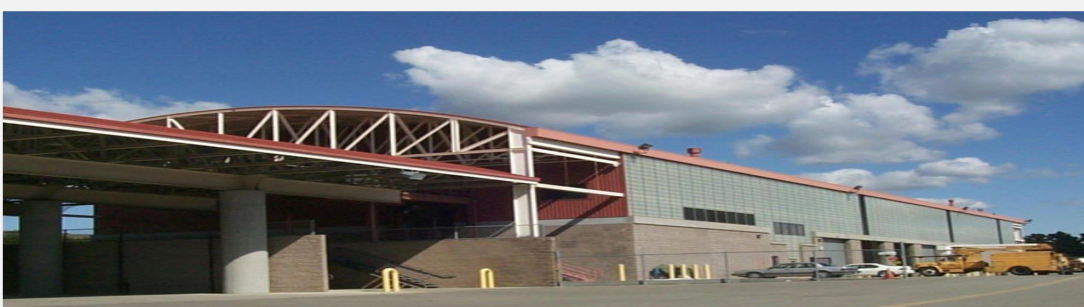
Mandated services include Purchasing; maintenance of County Veterans' Memorial Buildings; Environmental Protection/Sustainability; Waste Reduction and Recycling; implementation of the Green Building Ordinance; the County Climate Action Plan; and Hazardous Materials Abatement.

ALAMEDA COUNTY

Alameda County, located on the east side of San Francisco Bay, is California's seventh-largest county. The County employs 9,080 full-time employees and operates on an annual budget of \$2.39 billion. Oakland, the County seat, is California's eighth largest city. One and a half million people call Alameda County home and live in a variety of incorporated cities, unincorporated communities and rural areas. As a major urban county, Alameda provides a full range of services to its citizens. The County is a blend of culturally and ethnically diverse communities, and its mixture of cosmopolitan and suburban areas provides the perfect environment for families and their active lifestyles. The County offers extensive cultural resources, countless recreational opportunities and an array of fine public and private colleges and universities.

THE POSITION

The position of Carpenter Supervisor supervises the work of Carpenters, Locksmiths, Painters, Building Maintenance Workers and others as assigned to complete carpentry, painting, remodeling and maintenance tasks on County facilities. Incumbents in this class are responsible for the timely, efficient, cost effective and error-free completion of maintenance and remodeling projects in County-owned facilities.



MINIMUM QUALIFICATIONS

Either I

The equivalent of two years' full-time experience as a Carpenter, Locksmith or Painter in the Alameda County classified service. (Non-classified includes District Attorney's Office, Hospital Authority, and the Consolidated Courts.)

Completion of the Alameda County Management Academy "Management and Supervision Certificate Program" may substitute for six (6) months of the required qualifying experience.

Or II

Training:

Completion of an accredited apprenticeship in the Carpenter's or Cabinetmaker's or Painter's trade,

And

Experience:

The equivalent of five years' full-time experience as a journey-level Carpenter, Cabinetmaker or Painter, two years of which include full-time supervisory experience.

License:

Possession of a valid California Motor Vehicle Class C Driver's license.

Special Requirement:

Must be able to obtain and maintain security clearance.

NOTE: The Civil Service Commission may modify the above Minimum Qualifications in the announcement of an examination.



THE IDEAL CANDIDATE

The ideal candidate for the position of Carpenter Supervisor will have the following critical attributes:

- A strong record of successful experience in the construction and building maintenance trades with an emphasis on modern methods of painting, carpentry and cabinet-making and with demonstrated knowledge of building code requirements and Americans with Disabilities Act (ADA) standards
- Ability to guide direct reports to accomplish work objectives and to evaluate their performance
- Demonstrated ability to identify problems, develop solutions and make effective decisions
- Ability to schedule operational timelines for maintenance and remodeling projects through analysis of each project and assignment of appropriate staff
- Proficient in developing information monitoring systems related to progress on assigned projects, maintenance records, and accreditation and licensing records
- Outstanding organizational skills to ensure that projects are completed timely and within budget
- Exceptional commitment to customer service
- Proven record of managing ongoing projects through to a successful completion
- Unwavering commitment to safety on the job as demonstrated by knowledge of Injury and Illness Prevention Programs (IIPP's), Occupational Safety and Health Administration (OSHA) practices, National Fire Protection Association (NFPA) codes and standards, and Life Safety Codes

SUPPLEMENTAL QUESTIONS

Thank you for your interest in the position of Carpenter Supervisor. This supplemental questionnaire is designed to evaluate your experience and ability to communicate clearly and effectively in writing. **Your completed response to this supplemental questionnaire must be submitted with your application in order to be given full consideration for the next phase in the recruitment process.** Please keep your answers to no more than one page per question. However, you are encouraged to provide as much detail as possible in your answers. We are searching for specific examples of some of your past accomplishments and challenges and request that you formulate your answers to describe the specific situations, your role and actions taken and the impact your actions had on the organization or particular project outcome.

- 1) Describe your role in maintaining a safe work environment at your job site. What safety codes, regulations, programs or practices have you relied on to define safety? What safety issues have you confronted? How did you ensure safety in the workplace?
- 2) Describe a maintenance or remodeling project that was your responsibility to see to completion. What challenges did you face? How did you overcome those challenges? What computer software, if any, did you use to track the project? What was the result of your work?
- 3) Describe the most complex maintenance or remodeling project you have worked on. What crafts and trades were involved? What was your role?

COMPENSATION

The salary for the Carpenter Supervisor is \$87,609.60 annually. The County also offers an attractive management benefits program with the following elements: Retirement plan covered by the 1937 Act; Management Benefits Cafeteria Plan; Health and Dental Insurance; Life/Accident Insurance, Paid Vacation & Sick Leave, Management Leave, Holidays (11 paid; 4 floating holidays); Dependent Care Salary Contribution Plan and a Deferred Compensation Plan.



If you have questions regarding this bulletin, please contact:

Alicia Baptista, Departmental Personnel Officer

Email: alicia.baptista@acgov.org

Phone: (510) 208-9721