

San Joaquin County is recruiting for:

Facilities & Construction Planner

General Services Department

THE POSITION

The Facilities & Construction Planner performs duties and has responsibilities under the working title of Capital Projects Administrator. The Capital Projects Administrator is responsible for directing and managing the administrative, service-related and operational activities of the Capital Projects Administration Division of the General Services Department. An incumbent in this senior management position is responsible for organizing and staffing the full spectrum Capital Projects Administration services and activities including County capital project planning, development, and construction, and may act for the Director or Assistant Director in their absence. The incumbent also has broad administrative responsibility for planning, organizing, policy and procedure development and implementation, and budgetary control. He/she will provide strategic leadership for the General Services Department.

THE DEPARTMENT

The General Services Department consists of four divisions through centralized direction and administration providing services to the public and County departments. The divisions include:

- **Facilities Management**
- **Capital Projects Administration**
- **Parks and Recreation**
- **Office of Emergency Services**

The 2017-2018 budget for the General Services Department is approximately \$20.3 million. Total allocated staff for the department is 117.

The 2017-2018 budget for the Capital Projects Administration division is approximately \$965,979 and consists of six employees.

Capital Projects Vision and Mission Statement

Our vision is manage the design and construction of all capital projects in a professional, open, and ethical manner while resolute to exceed the expectations of our County customers and clientele.

Our mission is to provide support for our customers for the planning, design, construction, and preservation of San Joaquin County's facilities and infrastructure through leadership in project management; collaborative, comprehensive, and transparent planning; excellence in technical expertise and sustainable design; and quality construction based on strategic, operational, functional, and financial goals, professionalism, and reliability.



San Joaquin County
Human Resources
44 N. San Joaquin Street
Third Floor, Suite 330
Stockton, California 95202



Recruitment Announcement
1117-EC2201-EX

SAN JOAQUIN COUNTY

A land of beauty, recreation and natural riches - from the waters of the Delta to the vines of the wine, San Joaquin County has it all. San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy California beauty and nature, or music, arts and culture. San Joaquin County has what you're looking for.



ARTS & CULTURE

Enrichment and entertainment can be found at many venues throughout the county: the Haggin Museum, San Joaquin County Historical Museum, Children's Museum of Stockton, Stockton Arena, Stockton Symphony, Stockton Civic Theater, Bob Hope Theatre, Lodi's Hutchins Street Square, Tracy's Grand Theater, Concerts in the Park, the local colleges and many galleries. Art, music, dance and theater choices abound.

Over 60 languages are spoken in one of the most ethnically diverse communities in California.

A constant celebration of cultures is found in the numerous festivals throughout the year that invite all community members to share food, music, dance, folklore, customs and traditions.

RECREATION

San Joaquin County government operates nine community parks for boating, hiking, camping, picnicking, swimming and organized sports. The Downtown Stockton Arena and Ballpark, local college teams and sports complexes throughout the county provide both athletes and fans the chance to enjoy sporting events.

Enjoy the beauty of Lodi Lake Park and Nature Area and the Woodbridge Ecological Reserve. Micke Grove Park offers a zoo, amusement park, the Japanese Garden and the San Joaquin County Historical Museum to delight both children and adults.

AGRICULTURE

The county is one of the most agriculturally rich regions in California. Grapes are the leading commodity, with 98,000 bearing acres, much of that in wine grapes. Over 85 wineries within the Lodi Appellation offer opportunities for tasting and special events.

Almonds, walnuts, tomatoes and cherries round out the top crops, with an abundance of other produce. Weekly farmers markets throughout the county offer a cornucopia of fresh fruit and vegetables and artisanal goods. Fruit stands and pick-your-own produce farms dot the countryside.



EDUCATION

From preschool to higher education, the county has an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus - Stockton Center, Humphreys University, and San Joaquin Delta Community College offer a wide variety of educational choices. The county's 14 school districts and 200 school sites provide families with a wide choice for children's educational development, including traditional schools, charter schools and alternative education, in addition to an excellent selection of private educational institutions.

HOUSING

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas. Make San Joaquin County your new home. Housing ranges from new developments to established subdivisions to stately historic districts to peaceful country living and every type of housing in between.

San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities - cultural, recreational, and educational - that the area provides.

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TYPICAL DUTIES

The Facilities & Construction Planner will be responsible for directing and managing the administrative, service-related and operational activities of the Capital Projects Administration Division of the General Services Department.

Other duties may include:

- ◆ Conducts research on state and federal grant opportunities and other revenue sources for capital project funding.
- ◆ Analyzes priorities and makes recommendations regarding priorities related to capital improvements, alterations, forecasting space allocations, and new projects.
- ◆ Secures the approval of designs and construction documents by the appropriate agencies.
- ◆ Represents the County in relations with department officials, cities, state, and other agencies on capital projects.
- ◆ Coordinates design teams, implementation teams, contractors, engineers, estimators, and inspectors.
- ◆ Conducts studies of existing and proposed buildings and alterations; makes estimate of costs for projects; advises on project feasibility; prepares reports and recommendations on findings.

IDEAL CANDIDATE

The ideal candidate will demonstrate:

- ◆ Strong leadership, communication, and interpersonal skills as well as excellent presentation and organizational abilities
- ◆ Knowledge of the principles and practices of capital management, public administration and local government operations
- ◆ Experience with budgeting, contract administration and organizational planning and analysis for current and long term facilities planning goals
- ◆ Ability to maintain effective, productive and respectful working relationships with a wide variety of people, including elected officials, members of the public, staff and colleagues



DESIREABLE QUALIFICATIONS

Education: Graduation from an accredited four-year college or university with a major in construction management, architecture, facility planning, engineering, or a closely related field.

Experience: Four years of progressively responsible experience in construction management, capital projects planning, or architectural design is preferable.

Substitution: Registration/certification in one of the following areas may substitute for the required education: 1) Possession of a valid certificate of registration as an Engineer as issued by the California Board of Registration for Professional Engineers and Land Surveyors, 2) Architect as issued by the American Institute of Architects, **OR**, 3) Certified Construction Manager (CCM) as issued by the Construction Manager Certification Institute (CCMI).

AND

License: Possession of a valid California driver's license.

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COMPENSATION PACKAGE

Annual Base Salary: \$89,357- \$108,638

In addition to base salary, the County offers a comprehensive compensation package that includes:

- ◆ Cafeteria Plan: \$24,023 annual amount which is considered the employer's benefit contribution used to purchase medical, dental, and vision coverage. Unused monies are included in salary.
- ◆ A 2% employer contribution to the County's 457 Deferred Compensation Plan (valued from \$1,787 to \$2,173 annually)
- ◆ Vacation cash-out up to 8 days annually (valued from \$2,749 to \$3,343)

Potential cashable compensation:

	Step 1	Step 5
Annual Salary	\$89,357	\$108,638
2% Deferred Comp	\$1,787	\$2,173
Vacation Cash-out 8 days annually	\$2,749	\$3,343
Cafeteria	\$24,023	\$24,023
Total	\$117,916	\$138,177

- ◆ 1937 Retirement Act plan — reciprocity with CALPERS
- ◆ 125 Flex Benefits Plan
- ◆ 12 days sick leave annually - unlimited accumulation
- ◆ 15 days of vacation leave (20 days after 10 years and 23 days after 20 years)
- ◆ 14 paid holidays per year
- ◆ 10 days administrative leave per year

For more benefit information, please access the county's benefits website at:

www.sjgov.org/department/hr/benefits

RECRUITMENT INCENTIVES

- ◆ Reimbursement of qualifying moving expenses up to \$2,000
- ◆ Vacation accrual rate consistent with candidate's total years of Public Service
- ◆ Sick leave credit up to 160 hours of unreimbursed sick leave from prior employer

***Recruitment Incentives may be available. Incentives must first be approved by the San Joaquin County Administrator.*

APPLICATION AND SELECTION

Completed application package must include supplemental application and resume to be submitted to the Human Resources Division before the final filing date.

Final Filing Date: December 22, 2017

Please submit your application, supplemental application and resume to:

San Joaquin County Human Resources
Attn: Rachel Novetzke
44 N. San Joaquin Street, Suite 330
Stockton, CA 95202
Tel: 209.468.8579

OR

online at www.sjgov.org/department/hr

If warranted by the number of candidates, applications may be reviewed by a screening panel to determine those selected to participate in screening interviews. Final candidates will be interviewed by the Director of General Services. Final appointment will be conditional upon passing the pre-employment drug screen and background investigation.

This position is exempt from the San Joaquin County Civil Service system. Appointments to exempt positions are at-will and are not governed by the Civil Service Rules.

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SUPPLEMENTAL QUESTIONS

Submit responses to the following questions along with your employment application and resume to the San Joaquin County Human Resources Division. Number your responses and address each question separately. When answering the questions below related to your experience, provide a detailed description that includes **the name of your employer, your dates of employment, and your job title.** These responses will be reviewed to assist in evaluating your qualifications for this position.

1. Do you possess a bachelor's degree with a major in construction management, architecture, facility planning, engineering or closely related field? __Yes __No
2. Describe your progressively responsible experience in construction management, capital projects planning, or architectural design. Please include name of employer, dates of employment and describe the depth of your experience.
3. Describe your experience securing estimates, soliciting bids and your involvement with California Environmental Quality Act (CEQA) compliance.
4. Describe the scope of your experience negotiating and managing contracts as it relates to budget and schedule.
5. Describe the various documents you have prepared and reviewed to make policy decisions.
6. Describe your interaction with the Community Development Departments, Public Works Departments, and Municipal Utility Districts when securing construction related permits.
7. Describe your interaction with other outside agencies that you have worked with to ensure project needs are met.

Please indicate if you possess any of the following:

- ◆ Valid certificate of registration as an Engineer as issued by the CA Board of Registration for Professional Engineers, Land Surveyors and Geologists.
- ◆ Architect as issued by the American Institute of Architects.
- ◆ Certified Construction Manager (CCM) as issued by the Construction Manager Certification Institute (CCMI).