



The County of Placer, California
is seeking a highly skilled professional for the position of

BUILDING MAINTENANCE SUPERINTENDENT

(Classified Management)

Department of Public Works and Facilities



Annual salary: \$95,804 - \$116,480

Your CalPERS Pension formula is dependent upon your hire date with Placer County.

**This recruitment will be open until filled.
To be included in the first screening, submit completed
application materials by: 5:00 PM Sunday, June 12, 2016**

THE POSITION

The Building Maintenance Superintendent position is a key management position in the Department of Public Works and Facilities. This position is responsible for planning, organizing and directing the operations of the Building Maintenance Division. This position reports to the Deputy Director of Facility Services – Capital Facilities and is expected to implement complex programs in the planning and programs for facility maintenance and operations.

The Building Maintenance Division is charged with maintaining county facilities in a safe condition for use by the public and employees. With an annual budget of \$13 million, the Division performs small construction projects and provides maintenance and custodial services in more than 300 buildings encompassing approximately 1.3 million square feet of building area. This work is accomplished by 47 funded positions and contract services.

THE IDEAL CANDIDATE

The Department of Public Works and Facilities is looking for a candidate with experience and vision to provide leadership for the building maintenance programs and who possesses the following competencies, skills, experience or abilities:

- Skilled strategic, analytical and creative thinking
- Experience in developing creative and alternative solutions to administrative and management challenges
- Possess a broad base of professional connections within the fields of architecture, design, construction, engineering, building operations and maintenance
- Strong management, administration, and organizational development skills
- Ability to create, negotiate, and administer contracts
- Experience in development of safety and injury prevention plans and computer maintenance management systems
- Possesses strong public speaking and presentation skills
- Excellent writing skills
- Self-directed
- Strong collaborative skills

A complete job description of the Building Maintenance Superintendent is available on our website at www.jobsatplacercounty.com

MINIMUM QUALIFICATIONS

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: Five years of increasingly responsible experience in building trades, construction management, or facilities management, including at least three years of relevant supervisory / management responsibility.

Training: Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, construction technology, architecture, engineering, facilities maintenance or a related field. Please note that relevant experience in addition to the experience requirement described above may be substituted for the training requirements for this classification.

License or Certificate: May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

THE DEPARTMENT OF PUBLIC WORKS AND FACILITIES

The Department of Public Works and Facilities is a dynamic organization comprised of operating divisions including: Administration, Building Maintenance, Capital Improvements, Engineering and Transportation, Environmental Utilities, Fleet Operations, Museums, National Pollutant Discharge Elimination System, Parks and Grounds, Property Management, Road Maintenance, Transit and Tahoe Area Regional Transit. The department is currently staffed with a total of 365 funded positions and manages budgets totaling approximately \$265 million.

Through its Divisions, this position manages and administers a wide range of programs and operations to both internal county departments and external services to the public. These include garbage collection, disposal and recycling, and wastewater collection and treatment; cultural and recreational services through museums programs and active and passive park facilities; real property services; facility planning, design and construction; and building maintenance, repair and custodial services.

To learn more about the department, visit their website at: <http://www.placer.ca.gov/departments/facility>.

COUNTY GOVERNMENT

The County is governed by a five member Board of Supervisors elected to four-year terms by voters within their respective districts. The governing structure is six elected officials and the remaining non-elected department heads reporting to David Boesch, County Executive Officer.

The County has a proud tradition of being a progressive local government guided by a forward-looking County Executive Officer and Board of Supervisors. The County Executive Office continues to monitor the ever-changing fiscal climate, review best practices, and consistently refine and develop county policies and procedures to meet identified needs while achieving efficiencies and ensuring that constituents continue to receive quality services. The Board continues to actively provide policy direction and leadership, identify additional areas for cost savings, and explore public service delivery options to achieve a balanced budget while providing high quality services to the public. The budget for FY 2015/16 is \$816.7 million with a current staff of approximately 2,565.

AN AWARD-WINNING ORGANIZATION

This is an extraordinary career opportunity to join a progressive and innovative County located in scenic Northern California. Placer County is an award-winning organization which includes the following achievements:

Administrative Services – Procurement – Achievement of Excellence in Procurement award has been received for 13 consecutive years, and is one of only 49 agencies in California and one of only 47 counties in the US and Canada to receive the award for 2015. Auditor-Controller Department - Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for 14 consecutive years.



Community Development Resource Agency – The 2002 Governor’s Environmental and Economic Leadership Award – Placer Legacy Open Space and Agricultural Conservation Program.

Child Support Services - 2015 Most Improved Child Support Program Award from the Western Interstate Child Support Enforcement Council.

Health and Human Services – five National Association of Counties (NACo) 2015 Achievement awards which includes the following categories;

- Children System of Care (CSOC) Youth Diversion-Crisis Resolution Center
- Adult System of Care (ASOC) Mobile Crisis Triage Program
- Human Services Help to Hire
- Human Services Telephonic Signature
- Human Services Medi-Cal Inmate Eligibility Program

A RICH HISTORY

Placer County’s 150-year history began with the discovery of gold in 1848. In fact, the County took its name from the Spanish word for sand or gravel deposits that contain gold. The railroad has also been a major part of Placer County’s rich history. Many towns had their beginnings in mining and evolved over the years into ranching, farming, and timber communities and many became recreational destinations.

Placer County’s strong growth and level of economic development activity in more recent times can be attributed to the relocation of high tech firms to the region in the beginning of the 1980’s, the low cost of housing relative to Bay Area prices, and the diversity of recreational opportunities in the Tahoe/Sierra area. The interest shown by new and expanding businesses in the County and region has developed a demand for an expansion of residential and commercial land uses.

LIVING IN PLACER COUNTY

Breathtaking scenery, a rich history, year-round recreation – and Lake Tahoe – need we say more? Those are just a few of the reasons more than 367,000 people call Placer County home and hundreds of thousands more come to visit us each year. Our territory stretches from the Sacramento Valley all the way to North Lake Tahoe. We are consistently ranked 1st in California counties for our quality of life, and 2nd healthiest county in California – but we’re determined to get to first there, as well! We boast the best schools, the best outdoor recreation, and the most beautiful views you’ll find anywhere, but we also are home to amazing art, award-winning wines and agriculture, and have a tremendously strong heritage as the home of California’s Gold Country. It’s a way of life we call the Placer Life.

Today, Placer County represents a rapidly growing and prosperous community characterized by a healthy and mature economy and an attractive business environment. Placer County is well known for excellent, award winning elementary, middle and high schools and is home to Sierra College and William Jessup University. Plans are also underway for two additional universities to develop in the western part of the county.

Placer County offers a range of housing including multi-family, small lot suburban and urban residential projects, ranchettes, larger rural residential properties and extensive farmlands with

a mix of farming and ranching opportunities. Many retirees also call Placer County their home because of the cost of housing, the quality of life and the exceptional recreational activities services that are available.

Placer County is part of the greater Sacramento Area, which also includes the counties of El Dorado, Sacramento, Sutter, Yolo, Nevada and Yuba. The government center is located in the City of Auburn, in the foothills, and is well positioned 30 miles northeast of Sacramento, the state capital. San Francisco and the Bay Area are an easy 90 mile drive, or reachable via Amtrak, with stations in Auburn, Rocklin and Roseville. Lake Tahoe is also just a short 90 minute drive from the western-most points of the county.

In recent years, a number of vineyards, wineries and breweries have expanded throughout the county, increasing the intrigue of Placer as a tourist destination. The Farm-to-Fork movement is alive and well in Placer County with numerous farmer’s markets, restaurants and businesses selling PlacerGROWN © meats, fruits and vegetables. In addition to the local agricultural industry, the world-renowned wine growing areas of Shenandoah, Napa and Sonoma Valleys are about an hour away from the county seat in Auburn.

Outdoor recreation activities in Placer County are abundant all year long and range from hiking, biking, horseback riding, to rafting on the American and Truckee Rivers, to snowshoeing and skiing in the Sierra Nevada Mountains; including Squaw Valley, home to the 1960 Winter Olympic Games. The county is home to internationally famous endurance races including the Tevis Cup, the Western States 100-Mile Endurance Run, and the Ironman Triathlon at Lake Tahoe.

The County encompasses 1,506 sq. miles (including 82 sq. miles of water) or 964,140 acres (including 52,780 acres of water) and is located 80 miles northeast of San Francisco. Total population is approximately 367,000 people in both the unincorporated and incorporated (Auburn, Colfax, Lincoln, Loomis, Rocklin, and Roseville) areas of the county. It is bordered by Nevada County to the north, the state of Nevada to the east, El Dorado and Sacramento Counties to the south, and Sutter and Yuba counties to the west.

To learn more about Placer County click www.visitplacer.com

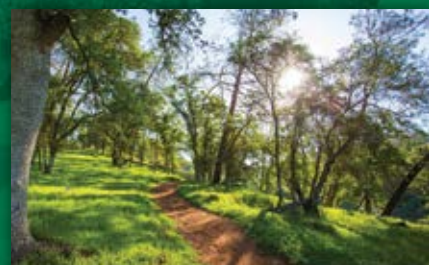
COMPENSATION AND BENEFITS

Salary: The monthly salary range for this unclassified management position is \$9,271.60 - \$11,271.87 paid biweekly (26 pay periods annually). A longevity increase of five percent is added to the salary after five years are obtained at the top step.

Bereavement Leave: May use up to five days of sick leave.

Cafeteria Plan: Effective 1/1/09, Management employees receive \$2,100 per year, which can be used for a contribution into a 401(k), dependent care, medical co-insurance or cash. Non-PERSable compensation.

Deferred Compensation: Voluntary 457 and 401(k) are available through payroll deduction. The County matches employee contributions to a 401(k) \$1 for every \$4, to a maximum of \$750/yr.



Education Allowance: Tuition reimbursement available for approved classes up to a maximum of \$1,200 per year.

Health Insurance: The County of Placer provides Medical, Dental and Vision insurance for its employees and their dependents. MEDICAL: Several medical plans are offered through CalPERS, including HMO and PPO plans. The County pays 80% of the selected plan's total premium. DENTAL AND VISION: The County pays the full premium for the employee; the employee pays the premium for dependents. Specific costs for individual plans and coverage options can be found by clicking on the following link: Benefits or by visiting www.placer.ca.gov and then the Department of Human Resources.

Holidays: 13 days a year

Life Insurance: \$50,000 coverage, employer paid.
Management/Admin. Leave: Prorated accrual of 100 hours per year to be used as time off or paid in cash (Non-PERSable compensation).

Retiree Medical: Hired prior to 1/01/05 with 5 years of PERS service credit same as active employee. Hired after 1/01/05, must have 10 years PERS service credit with 5 years with Placer County to receive 50% of the County contribution paid medical with an additional 5% for each additional year.

Retirement: Placer County pension plans are administered by the California Public Employees Retirement System (CalPERS). Placer County has three pension tiers for Miscellaneous members; 2.5% @ 55, 2.0% @ 55, and 2.0% @ 62. The tier an employee is placed in is dependent upon hire date and CalPERS membership date. Beginning January 1, 2013 all new hires to Placer County who have not been members of CalPERS within the last six months will generally be placed in a 2.0% @ 62 formula. Both the employer and the employee contribute 6.2% into Social Security and 1.45% into Medicare.

Pensionable compensation limits are set each calendar year by CalPERS. Please see www.calpers.ca.gov for questions regarding compensation limits.

For questions regarding employee and employer CalPERS pension contribution amounts, please contact the Personnel Department.

Sick Leave: 12 days per year unlimited accrual.

Special Assign/Additional Pay: Longevity pay of an additional 5% after 5 years at Step 5.

Stand-By Pay: \$25 for weekdays and \$28 for weekends and holidays, paid for in units of 8 hours.

Vacation: Vacation time: 0 - 2 years = 10 days, 3 - 4 years = 12 days, 5 - 9 = 15 days, 10 - 19 years = 20 days and 20 or more years = 25 days. Maximum accrual 520 hours.

APPLICATION PROCESS

To be considered for this excellent career opportunity, please submit a completed application for employment and expanded resume (no more than four pages) via the County's website at www.jobsatplacercounty.com. This recruitment will be open until filled. Interested candidates are encouraged to apply immediately to be included in the first screening, submit completed application materials by 5:00 PM Sunday, June 12, 2016.

Appointment to this position will be contingent upon successful completion of a post-offer Pre-Employment background investigation, including fingerprint clearance, and physical examination.

EMPLOYEES OF OTHER PUBLIC AGENCIES

Placer County now offers an expedited process for qualifying certain applicants for interviews. Candidates currently employed, or employed within the last year, by a public agency operating under a personnel civil service or merit system may be eligible to be placed on a Public Agency Eligible List and referred as eligible for appointment to a similar job assignment without going through the examination process. For more information on the Public Agency Eligible List, to download forms, or to apply, please visit our website at:

www.jobaps.com/placer/sup/abfreenames.asp.

EXAMINATION & SELECTION PROCESS

This is a classified position and therefore all candidates must complete and submit with their online application a supplemental training and experience questionnaire. Based on the applicant's responses, training and experience will be evaluated using a pre-determined formula. Scores from this evaluation will determine applicants ranking and placement on the eligible list.

All applicants who meet minimum qualifications will be required to respond to an online Conviction History Questionnaire, which will be sent as a link on the notification that minimum qualifications have been met. Failure to respond to this questionnaire within three (3) calendar days of the minimum qualification notification will result in disqualification from the examination.

Applicants in the top five ranks will be certified to the Department of Public Works and Facilities whose staff will review the submitted application materials of all applicants and will contact the most highly qualified applicants to schedule a hiring interview with the department executive staff.

HUMAN RESOURCES DEPARTMENT



Equal Opportunity Employer
145 Fulweiler Avenue, Suite 200
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Main Telephone: (530) 889-4060
www.jobsatplacercounty.com

Thank you for your interest in employment with Placer County. Placer County is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of Placer County that harassment and retaliation is prohibited and that all employees and applicants shall receive equal consideration and treatment. All recruitment, hiring, transfer and promotion will be based on the qualifications of the individual for the positions being filled regardless of sex, sexual orientation, race, color, ancestry, religious creed, national origin, physical disability (Including HIV and AIDS), mental disability, medical condition (cancer or genetic characteristics/information), age (40 or over), marital status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state or local laws or ordinance.