The City of San Mateo Public Works Department is Looking for a Facilities and Fleet Services Manager

Why Join our Department?
When you join the Public Works Department, you will work among collaborative and energetic colleagues who share a passion for serving our San Mateo citizens and improving the community in which we live and work. Our team is comprised of individuals with diverse talents and experience in various fields. We will provide you with a wide range of opportunities in a team-based collaborative environment while helping you achieve your professional goals. Collaboration, Innovation, Respect, Creativity, Transparency and Informed Risk-taking are attributes within the City’s mission, values and organizational principles that we are seeking in the candidates.

Look to some of the reasons why the City of San Mateo is a great place to work: https://youtu.be/XNAF7GZUNl8

What You’ll Do
The Facilities and Fleet Services Manager plans, manages, and supervises all activities of the General Services Programs of the Public Works Engineering and General Services Division, including facilities maintenance, facilities planning, capital projects, fleet operations, and downtown parking maintenance.

The Facilities and Fleet Services Manager receives policy direction and supervision from the Public Works Deputy Director, Engineering and General Services Division, or higher-level department personnel. This position provides direct supervision to supervisory, professional, technical, and administrative support staff.

For a complete list of duties, reference our job specifications at https://www.cityofsanmateo.org/DocumentCenter/Home/Index/86

What You Bring
• **Knowledge** of principles and practices of public administration, organization and management; work planning and budgeting; programs and systems management, project management; and operations and functions of local government.
• **Ability** to provide management direction for the General Services section to achieve annual work plan.
• **Ability** to select, supervise, train, and evaluate staff and set work standards, review performance, and provide effective supervision of assigned staff.
• **Knowledge** of general principles and operation of programs within the General Services section.
• **Ability** to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations and to manage multiple projects, priorities, and deadlines.
• **Ability** to research, analyze, and evaluate new public works service delivery methods, procedures, and techniques.
• **Ability** to review and prepare clear, concise and complete administrative reports, technical reports, and other correspondence, and make effective oral presentations.
• **Ability** to communicate clearly and concisely, both orally and in writing.

What You Need
*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*
• You possess a minimum five years of increasingly responsible experience in public works or a related field, including three years of management or supervisory experience.
• You have the equivalent to completion of bachelor’s degree in public administration, business administration, management, finance, engineering or related field.
• Possession of, or ability to obtain, an appropriate, valid California driver’s license.

Bonus Points (highly desirable)
• Knowledge of alternative fuels and vehicles.
• Knowledge/Expertise in assessing code conformance of City Faculties included ADA Accessibility requirements.
• Knowledge/Expertise in facility sustainability.

We invite applications for the position of:
FACILITIES AND FLEET SERVICES MANAGER
$10,414 - $12,418 MONTHLY SALARY
Plus a comprehensive benefits package
• Certified Property Management (CPM) Certification.
• Experience with Building Management Systems.
• Experience using Computerized Work Order Management Systems.

ADA Special Requirement:
Essential duties require the following physical abilities and work environment: Ability to work in a standard office environment; ability to travel to different sites and locations.

What We Offer
• Comprehensive benefits package including generous paid leave and health benefits
• CalPERS retirement 2% @ 55 for classic members; 2% @ 62 for new members. Classic employees contribute 7.96% to CalPERS and New members contribute 6.75% to CalPERS
• Participation in the Social Security Program
• City contribution of 1.5% of base salary to Deferred Compensation, and matching up to 1.0% of the Employee’s contribution
• Free Fitness classes through City of San Mateo Parks and Recreation, Employee Assistance Program and Credit Union Membership
• Bilingual Diff: $195 monthly (if applicable)
• Employees receive a housing allowance of $200 per month.
• Employee housing loan up to $7,500 for home purchase or rental move-in assistance in the City of San Mateo
• This classification is represented by the San Mateo Management Association.

Are You Ready? Apply.
Submit an online application and supplemental questionnaire at www.calopps.org or to the Human Resources Department, City of San Mateo, 330 W. 20th Avenue, San Mateo, CA 94403, (650) 522-7260.

Application Deadline
Recruitment will close by August 28, 2020 @ 5:00 p.m. or upon receipt of the first 100 applications, résumés, and supplemental questionnaires, whichever occurs first.

Interview Process
All applications and supplemental questionnaires received will be reviewed for minimum qualifications. Résumés are required but do not take the place of a completed employment application. Applications with "see resume" as a substitution for the work experience description, those with unclear past employment information, or those with insufficient information to evaluate possession of minimum qualifications will not be considered; missing information cannot be assumed. A limited number of the most highly qualified applicants will be invited to participate in the examination process, which may consist of an oral panel interview, training and experience review, written exercise, or in the form of a practical demonstration of skill and ability, or any combination of these tentatively scheduled for September 9, 2020.

An eligible list will be established for those who pass the examination process. Current and future vacancies may be filled from this list. The list will remain in effect for at least 6 months with the possibility of an extension for an additional 6 months. Once placed on an eligible list, and at the time a vacancy occurs, eligible candidates may be contacted by the hiring department and scheduled for additional department interviews.

Date Posted: July 24, 2020

Note: The City of San Mateo reserves the right, at its discretion, to limit the number of qualified candidates invited to the selection process. ALL RESPONSES WILL BE CONDUCTED VIA THE EMAIL ADDRESS PROVIDED IN YOUR ONLINE APPLICATION. Therefore, it is imperative that you provide an email address to which you have access, and it is recommended that you frequently check your email for notices from: sanmateo@CalOpps.org

Fine Print
Prior to hire, candidates will be required to successfully complete a pre-employment process, including a driving record review, reference check, and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment. Candidates with a disability who may require special assistance in any phase of the application or testing process should contact Lourdes Coles, Sr. Human Resources Analyst, at lcoles@cityofsanmateo.org or (650) 522-7264. Do not upload any documents related to your request for accommodation in CalOpps. The policy of the City of San Mateo is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, gender, age, religion, ancestry, physical or mental disability, sexual preference, marital status or national origin. It is the intent and desire of the City of San Mateo that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms and conditions of employment. The City of San Mateo is an Equal Opportunity Employer (EOE).
Supplemental Questionnaire

Please provide answers to the following questions, limiting your response to one (1) page each. Responses to the supplemental questions will be used in the selection process. Neatness, clarity of expression, grammar, spelling, and ability to follow instructions will be considered in evaluating your responses. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position. (Questionnaire responses must be submitted with the employment application.)

1. Describe your experience with managing facility maintenance activities for a variety of facility types, e.g. general office, specialized facilities (e.g., swimming pools, fire stations, parking garages). Include number and type of facilities and the scope of maintenance activities provided.

2. Describe your experience with managing fleet maintenance services and new vehicle purchasing. Include number and type of vehicles maintained, service delivery method (e.g., in-house, outside contract, other combination) and purchasing processes utilized (e.g., specification and bid, third-party vendor).

3. Describe your experience and role with facility planning and capital project management. Include types of projects managed, your role in the project, the total project values for typical projects, and the design and procurement methods used.

4. Describe how values, such as outstanding customer service and stakeholder involvement, get operationalized within a work unit.

5. The duties and responsibilities of this position require working effectively and collaboratively with other City departments and outside resources. Give an example of a project where you had to work collaboratively with other departments to complete the project or resolve a problem.

6. The duties and responsibilities of this position require management of supervisory, general, and union personnel in different bargaining units. Describe how you would effectively manage a group with varying responsibilities and diverse backgrounds and expertise?