

County of San Mateo
Department of Public Works
is seeking highly qualified candidates for the position of

DEPUTY DIRECTOR FACILITIES SERVICES DIVISION



THE DEPARTMENT

The Department of Public Works serves the unincorporated areas of San Mateo County, providing public services and operating facilities that benefit the community, County employees, and clients of County agencies. The Department plans, designs, constructs, operates, and maintains facilities and equipment that support County programs and services, the general public, and County employees. The Department advises the Board of Supervisors on all public works issues, including rates and charges for services that are fair to both the users and service providers.

Public Works has an operating budget of \$243 million, a Capital budget of \$58 million, and is comprised of over 300 employees within four divisions: Administrative Services and Airports, Engineering and Resource Protection, Facility Services, and Road Services. The majority of the Public Work's budget is funded from sources other than the County's General Fund. The Department's budget includes property taxes and service charges to provide various services to the over 40 special districts and 70 County-maintained facilities governed by the Board of Supervisors and administered by the Department, landfill fees for waste management programs, gas taxes to maintain 320 miles of County roads, and federal and state funds designated for aviation and transportation.



Be a part of a team who builds and maintains sustainable facilities that support programs and services that makes our community more livable!

THE POSITION

The Deputy Director of Facilities Services is responsible for planning, organizing, directing, coordinating and evaluating the activities and operations of the Division. The Deputy Director reports directly to the Director of Public Works and is expected to play an integral role on the Department's executive team.



The Deputy Director is enthusiastic for, and dedicated to, public service. More specifically, the ideal candidate will be:

- An experienced administrator with a thorough understanding of the principles, practices and administration of municipal public works, finance, and budget implementation.
- An accomplished decision maker who ensures a diversity lens is applied to all employment policies, decisions, and programs.
- An experienced facilities maintenance manager with the ability to develop collaborative relationships with employees, management, executive staff, the Board of Supervisors, and the community.
- A strategic and innovative thinker and planner with innovative yet practical solutions to long-term challenges.
- A skilled communicator and listener with a demonstrated ability to create change management programs.
- Approachable and a politically astute leader with a management style that quickly fosters trust, loyalty, respect, commitment and partnership from the community, other county managers and employees.
- Knowledgeable about office space design, energy programs, building systems, facility management, capital improvement program development and implementation, and JAHCO and OSHPD accreditation.

FACILITIES SERVICES DIVISION

The Facilities Division includes 123 full time equivalents and an operating budget of \$26 million and Capital Improvement Plan budget of \$58 million.

The Division is comprised of the Facilities Deputy Director, section managers, and skilled craft and maintenance personnel including supervisors, leads, and support positions.

The Facilities Division consists of:

- Facilities, Maintenance and Operations, including office and detention facilities - 2,440,245 square feet maintained
- Health & Hospital Systems - 660,271 square feet maintained.
- Building Services (Custodial) - 1,033,473 square feet maintained
- Construction Project Management
- Construction Services (Cost Estimating and Small Remodels)
- Strategic Energy Management
- Office Space Design and Planning



We make a difference by building and maintaining the facilities that support our community

OPPORTUNITIES & CHALLENGES

The Deputy Director will have the proven ability to plan, organize, direct, coordinate and evaluate the activities and operations of the Division, including:

- Meet and exceed customer expectations for facility support services as operational resources are declining;
- Coordinate the development and monitoring of the Department's budget, facility service charges, and ensure fiscal accountability;
- Continue to engage employees at all levels of the organization in strategic planning and organizational performance review efforts;
- Continue to assess organizational structure, resources, processes and systems for improvement opportunities;
- Ensure divisional barriers are not created and promote ongoing efforts to create a sense of common purpose for the organization;
- Continue to provide professional, effective and responsive service to county employees and the community.

QUALIFICATIONS

Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to qualify is:

Five years of increasingly responsible experience in a public works agency or large organization responsible for maintenance of facilities, including at least two years in management.

Successful applicants who are registered as a Professional Engineer in the State of California will receive an additional 5% differential added to their salary.

COMPENSATION & BENEFITS

The annual salary range for this position is \$153,129 to \$191,422*.

*The salary above reflects the 5% differential for a Professional Engineers license. Applicants without a PE license will receive 5% less salary, subject to Board Approval.

The County offers an excellent benefits package that is available to spouses, domestic partners, and other dependents.

- Retirement:** Membership in the County Retirement System plan (SamCERA).
- Insurance:** Choice of three medical and two dental plans with the majority of the premium paid for employee and eligible family members plus Flexible Spending Account option. The vision care plan is fully paid for employee and eligible dependents. The County provides \$50,000 of Basic Life Insurance.
- Additional Insurance:** Family Death, Disability and Supplemental Life Insurance policies are available to employees. Long Term Disability benefits fully paid by the County.
- Vacation:** Employees receive 13 paid days a year for the first 5 years of service. Additional days are added with increased years of service.
- Holidays:** 13 paid holidays per year.
- Administrative Leave:** Management employees accrue 130 hours per year to use as time off. In April of each year, employees have the opportunity to convert 50% of their then current Administrative Leave hours balance for a cash payment.
- Other Benefits Include:** Employee Health & Wellness Program, Commute Alternatives Program which includes a transit subsidy and pre-tax commuter benefits, Training Programs, Dependent Care Spending Account, Deferred Compensation, and Tuition Reimbursement Program.

For information regarding the comprehensive and generous benefits package please go to:

<http://hr.smcgov.org/benefits>



THE COUNTY

San Mateo County is located in the scenic San Francisco Bay Area. The County's diverse population has close to 750,000 residents, growing to over one million in daytime population. It provides the benefits of temperate climate and clean air, with abundant ocean sports and recreational activities. Rural open space areas, as well as metropolitan San Francisco, are within easy reach. San Mateo County government has a budget of \$2.4 billion, with a workforce of over 5,400 employees in 22 departments and agencies.

HOW TO APPLY

To apply for this exciting career opportunity, the following questions must be answered using the County's online application system by November 26, 2018. Applicants must also upload their resume and cover letter to the online application.

Supplemental questions:

1. Describe your experience in managing the following programs; facilities maintenance and operations, hospital and health systems maintenance and operations, capital projects, custodial services, construction project management, and energy programs.
2. What programs have you put in place to improve the condition of facilities you have managed? What was your specific role in this process?

Apply online at
<http://jobs.smcgov.org>

Open Recruitment: November 2, 2018

Application Deadline: November 26, 2018

Application Screening: November 27, 2018

Panel Interviews: December 12, 2018



For questions, please contact Michelle Kuka, Recruitment Manager at MKuka@smcgov.org



The County of San Mateo is a diverse, inclusive workplace, where employees are valued and respected for their different perspectives, experiences, backgrounds, and contributions.

We are proud to be an Equal Employment Opportunity Employer.