



STANISLAUS COUNTY  
invites applications for the position of:  
**Facilities Manager  
(Manager I/II)**

An Equal Opportunity Employer

**SALARY:**

Hourly	Biweekly	Monthly	Annually
\$24.70 - \$41.58	\$1,976.00 - \$3,326.40	\$4,281.33 - \$7,207.20	\$51,376.00 - \$86,486.40

**OPENING DATE:** 05/13/16

**CLOSING DATE:** 05/23/16 05:00 PM

**ABOUT THE  
DEPARTMENT AND  
THE POSITION:**

**GENERAL INFORMATION**

This recruitment is being conducted to fill a vacancy in the General Services Agency and establish an eligible list to fill future full-time and part-time vacancies throughout Stanislaus County.

Oral examinations are tentatively scheduled for June 21, 2016.

Cell phones are typically incompatible with the online application format. We recommend using a laptop or desktop computer. If you are still having technical difficulties, please call NEOGOV at 1-855-524-5627.

**ABOUT THE DEPARTMENT**

General Services Agency (GSA) provides a broad range of support services to Stanislaus County departments. GSA is comprised of four (4) divisions: Central Services, which supports departmental-procurement needs; provides support through mail delivery, and salvage operations; Facilities Maintenance, which maintains County Buildings; Fleet Services, which maintains departmental, and County Motor Pool vehicles; and Administration, which supports the other divisions in their duties.

**ABOUT THE POSITION**

The GSA – Facilities Manager proactively manages all aspects of building maintenance and acts as the chief contact for building occupants. This position directly supervises two Building Services Supervisors, who supervise the maintenance and janitorial crews, and one Storekeeper II in the performance of duties as applicable to the general operation, repair, and maintenance, remodel of buildings, structures and equipment, with emphasis on customer service, project management and facility inspections. The maintenance crew works Monday through Friday, 6:30 a.m. to 3:00 p.m. The janitorial crew works Monday through Friday 4:30 p.m. to 1:00 a.m. Both crews are subject to on-call and overtime work. This individual works under the general direction of the General Services Agency Assistant Director. The Manager II classification is designated as middle level manager. Performs related duties as assigned.

**This position is subject to a full background review by the District Attorney's Office.**

**CONVICTION/CRIMINAL HISTORY INFORMATION QUESTIONNAIRE:**

Once it is determine that you meet the minimum qualifications for this position, you will receive an email informing you to complete a conviction questionnaire (you may be asked to complete this process for each application submitted). You will have five (5) working days from the date on the email to follow the detailed instructions and complete the questionnaire. A completed conviction questionnaire is required to continue in the recruitment process.

**TYPICAL TASKS:**

- Inspects buildings, structures and equipment to ascertain need for repair and maintenance work;
- Manages countywide projects such as storm water permitting, Americans with Disabilities Act (ADA) assessment and mitigation, and deferred maintenance;
- Confers with occupants of assigned facilities on a regular basis;
- Plans, directs, supervises, assigns, trains, and evaluates the work of others involved in the maintenance, repair, and alteration of County buildings and equipment and trains personnel;
- Plans and directs the development of preventative maintenance programs, and is responsible for the safe and continuous operation of building systems and equipment;
- Performs maintenance and repair duties as needed in any one or more of the following trades: electrical, HVAC work, electronic and/or pneumatic control work, refrigeration, boiler room operation, plumbing, sewer systems, carpentry, lock work, and other related fields as applicable;
- Follows up on complaints or evidence of unsatisfactory services, including work performed by contractors and external vendors;
- Prepares accurate cost estimates for building maintenance and alteration;
- Preparation and monitoring of the departmental budget, in partnership with GSA Budget staff;
- Maintains a variety of reports and records for projects done by assigned staff;
- Primary point of contact for facility-related emergencies;
- Manages, evaluates, and disciplines employees, within the County guidelines, with the assistance of the GSA HR staff;
- Plans and strategizes for future facility issues and needs;
- Travels to conferences, as required;
- Monitors and records energy conservation; and
- Assists with environmental issues such as asbestos and lead based paint issues.

**MINIMUM  
QUALIFICATIONS  
(SKILLS, ABILITY,  
KNOWLEDGE,  
EDUCATION/  
EXPERIENCE):**

**SKILLS / ABILITY**

- Assume responsibility for the maintenance of assigned County facilities;
- Plan, train, and direct employees of varying skills and trades;
- Provide leadership, motivation, and direction for Facilities staff;
- Ensure implementation and compliance with County policies;
- Coordinate the use of labor, equipment and materials with maximum efficiency;
- Read, interpret, and work from sketches, drawings, blueprints, plans and specifications;
- Assist departments in the development and writing of Scopes of Work for a wide variety of projects;
- Oversee department projects, which have been contracted out;
- Work effectively with other County personnel and contractors;
- Prepare concise written and oral reports;
- Maintain accurate records;
- Demonstrate, train, and perform physical labor on some assignments and work in cramped, confined surroundings or on ladders and scaffolding;
- Lift, bend, stoop, walk on uneven terrain, run and reach overhead;
- Push, pull, squat, twist, and turn;
- Work outdoors in the heat, cold, and dust with glare from the sun;
- Follow oral and written instructions; and
- Perform the essential functions of this position in an accurate, timely fashion, make good judgments and decisions, and evaluate the results of decisions and judgments.

**KNOWLEDGE**

- Principles of budget and human resource management;
- Principles, problems, techniques, and practices of leadership, supervision, and training;
- Principles, methods, materials, tools, and equipment used in maintaining County facilities;
- Principles of asbestos and lead abatement;
- Principles of hazardous material management;
- At least one or more of the following codes: National Electrical Code, the Uniform Building Code, the Uniform Plumbing Code and/or the Uniform Mechanical Code;
- Occupational hazards and safety precautions of the building and mechanical trades;
- Principles of energy conservation; and
- Safe work practices.

**EDUCATION / EXPERIENCE**

**Manager I** - Entry level position requiring a minimum of one year of work experience in facilities management or management level experience demonstrating the skills required to perform the duties in the flyer and graduation from an accredited four-year college or university with a degree in Public or Business Administration, Construction Management or related field. (Progressively responsible experience in a related area may be substituted for the required education on a year-for-year basis).

**Manager II** - Requires a minimum of two years of work experience in facilities

management or management level experience demonstrating the skills required to perform the duties in the flyer and graduation from an accredited four-year college or university with a degree in Public or Business Administration, Construction Management or related field. (Progressively responsible experience in a related area may be substituted for the required education on a year-for-year basis).

### **DESIRABLE QUALIFICATIONS**

- Three (3) years of supervisory experience.

### **LICENSE**

- Applicants must possess and maintain a valid California Driver's License and remain free from repeated preventable accidents.

### **BACKGROUND REQUIREMENTS**

This position is subject to a full background review by the District Attorney's Office.

### **APPLICATION AND SELECTION PROCEDURES:**

### **CLASSIFICATION INFORMATION**

Unless otherwise provided, this position is part of the Unclassified Service of the County and considered "at will" for labor relations purposes.

The individual selected will participate in the Stanislaus County Pay-for-Performance program, as well as receive additional benefits.

### **EQUAL EMPLOYMENT OPPORTUNITY**

The County of Stanislaus is an Equal Opportunity Employer. All qualified applicants are encouraged to submit online application(s) for open position(s). Stanislaus County is committed to establishing and maintaining effective working relationships with the general public, co-workers, supervisors, and members of diverse cultural and linguistic backgrounds regardless of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, pregnancy related condition, marital status, gender/sex, sexual orientation, gender identity, gender expression, age (over 40), political affiliation or belief, or military or veteran status.

### **APPLICATION PROCEDURES/FINAL FILING DATE**

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications.

### **Resumes will not be accepted in lieu of a complete application.**

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

## TESTING ACCOMMODATIONS

Arrangements may be made to accommodate disabilities or religious convictions. Describe the special test arrangements you require in the "Additional Information" section of the application form.

## GENERAL QUALIFICATIONS

- Pass County-paid pre-employment drug screening and job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.

## APPLICATION AND/OR EXAMINATION APPEAL RIGHTS

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

## DISCLAIMER

Stanislaus County reserves the right to revise the examination plan described in this bulletin to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information, which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understandings, and such information prevails over information contained in this bulletin. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/ Human Resources.

The Job Task Analysis provides information detailing the physical and functional demands of the classification. For the complete job task analysis, visit the Risk Management website at <http://www.stancounty.com/riskmgmt/> under "Disability Management."

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APPLICANTS MAY APPLY ONLINE AT:

<http://www.stancounty.com>

Stanislaus County/Human Resources

1010 10th Street, Ste 6800

Modesto, CA 95354

209-525-6333

[jobhelp@stancounty.com](mailto:jobhelp@stancounty.com)

Job #1803-16

FACILITIES MANAGER (MANAGER I/II)

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## Facilities Manager (Manager I/II) Supplemental Questionnaire

\* 1. Please select your length of management level or facilities management experience.

- Less than one (1) year
- One (1) to two (2) years
- Two (2) to three (3) years
- Three (3) to four (4) years
- Four (4) to five (5) years
- Five (5) or more years

\* 2. Which best describes your highest level of college education completed?

- Less than 1 year
- 1 year (24 semester units or 36 quarter units)
- Associates Degree
- Bachelors Degree
- Masters Degree
- Doctorate Degree

\* 3. Please select your length of supervisory experience.

- Less than one (1) year
- One (1) to two (2) years
- Three (3) or more years

4. By typing your full name below, you certify that all responses to the supplemental questions are true and correct.

\* Required Question