



We invite applications for the position of:
FACILITIES AND FLEET SERVICES MANAGER

**\$11,604 - \$13,837 Monthly Salary
Plus a Comprehensive Benefits Package**

**The Public Works Department is seeking a
Facilities and Fleet Services Manager!**

Why Join Our Department?

Due to a recent promotion, The Public Works Department is seeking a Facilities and Fleet Services Manager! 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://www.youtube.com/watch?v=_GTIzeSpc_g

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 Division is responsible for providing centralized maintenance for all City buildings and park infrastructure. The Division is also responsible for all building and infrastructure upgrades, remodels, and new building construction. In addition, it provides implementation and oversight of the fleet maintenance contractor that services all City vehicles and manages purchasing of new and replacement vehicles for all City departments.

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, including the Fleet Supervisor and Building Maintenance Supervisor. Some of the duties of this position may include, but are not limited to:

- Plans, develops, and manages the implementation of programs in the General Services section, including: facilities maintenance; facilities planning and capital projects; fleet acquisition and maintenance; and downtown parking and maintenance.
- Plans, directs and coordinates the annual work plan for the General Services section including key initiatives and performance; establishes and monitors implementation of priority areas as well as the day-to-day work of the section.
- Manages and participates in the development and administration of the General Services section's biennial operating and capital budgets in conjunction with program managers and monitors financial performance of the section.
- Oversees the work of assigned staff in developing and managing the General Services section's standard operating procedures, goals and objectives and priorities for each program; and monitors implementation through development of approved standards of performance.
- Plans, organizes, directs and reviews the activities of staff and professional services contracts as assigned, and assists in facilitating training and professional development of City staff involved in implementation of assigned programs.
- Performs ongoing supervising duties of assigned staff, including: assignment, prioritization and review of work; training; approval of time off; and the making of effective recommendations concerning hiring, promotion and disciplinary actions.
- Conducts and oversees operational studies and program evaluations and prepares administrative reports and other correspondence; identifies and recommends changes to service delivery and organizational structure where appropriate.
- Participates as a full member of the Public Works Department's senior management team to actively discuss issues,

problems and alternative solutions; collegial problem solving with team members.

- Serves as a liaison for the General Services section with other City departments, divisions and outside agencies and consults on the quality and level of services provided by the General Services section and resolves issues that arise.
- Participates with outside agencies and stakeholder groups related to the General Services section and works with related professional groups and individuals to stay abreast of trends and innovations in related areas.
- Ensures that assigned programs are implemented and maintained in compliance with local, state and federal program mandates.
- Fully utilize the computerized work systems in accordance with workflow processes.

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

Who You Are

Experienced in building a cohesive team of staff; leading and/or supporting procurement of contract services in compliance with the City's purchasing policies; addressing City Council annual priorities, and meet targets of departmental performance metrics. Additionally, you are:

- Knowledgeable 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.
- Knowledgeable of general principles and operation of programs within the General Services section.
- Knowledgeable of personal computers and word processing and data management software, including computerized maintenance management systems.
- Ability to provide management direction for the General Services section to achieve annual work plan.
- Ability to select, supervise, train, and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations.
- Manage multiple projects, priorities and deadlines.
- Learn and effectively apply applicable, laws and regulations pertaining to assigned programs and applicable City policies and procedures.
- Collect, analyze, interpret and apply a variety of data and information. Use computers and handheld electronic devices in the course of work.
- Review and prepare clear, concise and complete administrative reports, technical reports, and other correspondence, and make effective oral presentations.
- Research, analyze, and evaluate new public works service delivery methods, procedures, and techniques.
- Set work standards, review performance and provide effective supervision of assigned staff.
- Work effectively as a team member with other senior management staff in the department.
- Work effectively with those contacted in the course of work.
- Maintain accurate and orderly records, using both hard copy filing systems and data management software.

What You Bring

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

- Five years of increasingly responsible experience in public works or a related field, including three years of management or supervisory experience.
- Equivalent to completion of bachelor's degree in public administration, business administration, management, finance, engineering or related field.

Bonus Points (*highly desirable*):

- Supervisory experience
- Experience working in the public sector
- Knowledge/Expertise in facility sustainability, including proactive and preventive maintenance
- Knowledge/Expertise in fleet management, including experience procuring vehicles, contract management, regulatory compliance, and transition to green fleets
- Knowledge/Expertise in capital improvement project planning, design, permitting, construction, and close out

- Knowledge/Expertise in operational and capital budgeting
- Experience with supporting the preparation and issuance of municipal bonds to support funding of capital projects.

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

- **Salary:** \$11,604 - \$13,837 Monthly
- 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 8.34% to CalPERS and New members contribute 7.5% to CalPERS
- Participation in the Social Security Program
- City contribution of 1.5% of base salary to a 457 Deferred Compensation Plan, and a 1.0% match to the Employee's voluntary contribution.
- The City contributes 0.25% of base salary to a Retiree Health Savings Account
- Free Fitness classes through City of San Mateo Parks and Recreation
- For more information please refer to the Management Association [Benefits Summary](#) effective January 2022.
- This classification is represented by the San Mateo Management Association.

Are You Ready? Apply.

Go to: <https://www.calopps.org/city-of-san-mateo> to complete an on-line employment application packet. All applicants must submit a completed official City of San Mateo employment application, résumé (*required*), and supplemental questionnaire. You may also mail a complete application package to the Human Resources Department, City of San Mateo, 330 W. 20th Avenue, San Mateo, CA 94403, (650) 522-7260.

Application Deadline

This recruitment will close by **5:00 p.m. on Sunday, September 15, 2024**, or upon receipt of the first 50 applications with supplemental questionnaires, and résumés (*required*), whichever occurs first.

Examination Process

All applications, résumés (*required*), and responses to supplemental questionnaires received will be reviewed for minimum qualifications. A fully completed application is required; a resume does not replace the information required on the employment application, including work history. Applications with "see résumé" as a substitution for the work experience description, those with none or unclear current/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, written exercise, or in the form of a practical demonstration of skill and ability, or any combination of these. **A Zoom oral panel interview is tentatively scheduled for Tuesday, October 15, 2024.**

An employment list will be established for those who pass the examination process. Current and future vacancies may be filled from this list. This list may also be used by other departments that have this classification. The list will remain in effect for at least six months with the possibility of an extension for an additional six months. Once placed on an employment list, and at the time a vacancy occurs, eligible candidates may be contacted by Department(s) and scheduled for additional departmental interviews.

Date Posted: August 5, 2024; **Last Updated:** August 6, 2024

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 Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background checks. A conviction history will not necessarily disqualify an applicant from appointment. The policy of the City of San Mateo is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, 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. In compliance with the Americans with Disabilities Act, applicants requiring accommodations for any part of the testing or recruitment process must notify lcoles@cityofsanmateo.org or (650) 522-7264 seven (7) days in advance of the application filing deadline, or the exam date if the exam is continuous, for the part of the process requiring accommodations. Do not upload any documents related to your request for accommodation in CalOpps. The City of San Mateo complies with employment provisions of the Americans with Disabilities Act.

CITY OF SAN MATEO Facilities and Fleet Services Manager

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. Usage of Artificial Intelligence (AI) software (e.g., ChatGPT) is not acceptable. 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; do not put "see resume" or copy parts of resume/work duties as a response. **(Questionnaire responses must be submitted with the employment application.)**

1. Describe your experience and role with managing facility maintenance activities for a variety of facility types, including general office space, senior/recreation centers, and specialized facilities (e.g., swimming pools, fire stations, parking garages). Include the number of, type of facilities, and the scope of maintenance activities provided.
2. Describe your experience and role with managing fleet maintenance services and new vehicle purchasing. Include any experience with procurement of EV Vehicles and support of establishing EV charging stations. Provide the number of 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 with facility planning and capital project/program management. Include any experience with conducting condition assessments and prioritization of projects. Provide the types of projects managed, your role(s) in the project, the total project values for typical projects, and the design and procurement methods used.