



CITY OF LAGUNA NIGUEL

30111 Crown Valley Parkway, Laguna Niguel, CA 92677 / (949) 362-4300

Building and Facilities Superintendent

Salary: \$7,740 - \$9,675 per month plus excellent benefits

Open Until Filled; First Review of Applications, November 20, 2019

This exceptional opportunity is available for individuals who are dynamic, energetic professionals with a solution-oriented approach and a genuine desire to help others. Under the direction of the Public Works Director, the Building and Facilities Superintendent will develop and administer building and facilities maintenance and maintenance contracts as well as oversee and manage the maintenance of all City Buildings, facilities, swimming pool, Laguna Niguel-Mission Viejo Metrolink Station, roofing, HVAC, plumbing, electrical, and other related equipment.

The ideal candidate will demonstrate exceptional interpersonal and communication skills with a commitment to developing collaborative working relationships with contractors, City staff and the public. The selected individual will be dedicated to providing excellent customer service even when encountering challenging customer situations, possess the ability to work well independently and in a team environment, complete a variety of projects and tasks in a timely manner, and respond to work related issues with a flexible problem solving orientation.

Examples of Duties:

Important responsibilities and duties may include, but are not limited to, the following:

- Responsible for all services and activities of the Building and Facilities Division of the Public Works Department in support of citywide facilities maintenance operations.
- Responsible for the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends within City policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the Public Works Director; directs the implementation of improvements.
- Selects, trains, motivates, and evaluates assigned staff; coordinates staff training, including safety and risk management policies, procedures and methods; works with staff to correct deficiencies; implements discipline and termination procedures.
- Plans, directs, coordinates and reviews the work plan for the Building and Facilities Division; meets with staff to identify and resolve problems; assigns work activities, projects and programs; monitors work flow, review and evaluates work product, methods and procedures.
- Negotiates and monitors contracted services. Evaluates contractor's performance and recommends extending or terminating contracts. Provides technical assistance and information to contract service providers.
- Develops and administers the annual budget for the Building and Facilities Division; compiles the

forecast for additional funding needs in the next fiscal year; monitors expenditures and implements adjustments as necessary.

- Inspects City facilities on an as-needed basis and makes recommendations for improvements and repair; ensures that citywide building and facilities comply with applicable State, County and City regulations.
- Prepares specifications, estimates and bids for machinery, tools, equipment and contract services; administers specified contracts, inspects work in progress, and authorizes payment for work performed.
- Prepares records related to work performed and materials and supplies used; researches special projects, evaluates alternatives, prepares reports and recommendations; writes correspondence, and responds to public inquiries and provides pertinent information.
- Responds to emergencies as required; coordinates activities with other responders to provide effective response; directs the work of staff and utilization of resources to affect repair and ensure the safety of the community.
- Receives, investigates, and responds to problems and complaints from citizens in a professional manner; identifies and reports findings and takes necessary corrective action.
- Estimates materials, supplies, parts and equipment needs; evaluates condition of equipment and recommends replacement as needed.
- Uses a computer to perform job related tasks, input and maintain records, and/or conduct research as needed.
- Perform related duties as assigned.

Typical Qualifications:

Knowledge of:

- Policies, procedures, equipment, materials and supplies related to the operation, maintenance and repair of facilities found in a municipal setting, including but not limited to HVAC maintenance, aquatics facility maintenance, electrical, plumbing and painting activities, and other related activities.
- Administrative principles and practices, including goal setting, program development, budget preparation and monitoring, evaluation and supervision of staff.
- Building, electrical, plumbing, fire, mechanical and health and safety codes and applicable federal, state and local laws and regulations related to building and facilities issues.
- Functions, purpose, safe operation and maintenance of power tools, equipment, shop machinery and hand tools.
- Safety regulations, procedures and practices, and OSHA safety regulations.
- Safe driving principles and practices.
- Modern office methods, procedures, and computer equipment.

Ability to:

- Apply administrative and technical knowledge to assure compliance with contracts; follow proper inspection techniques to examine workmanship and materials, regulations, and standard maintenance practices.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships.

- Work independently without supervision.

Experience and Training:

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:

- High school diploma, or equivalent is required. Specialized training in building and facilities and the general construction trades is also required.
- Equivalent to a Bachelor's degree from an accredited college or university courses in facility maintenance management, public works administration, contract management, construction technology, or a closely related field is desired.
- Seven years of responsible building and facilities maintenance contract administration and construction experience including at least two years of supervisory experience is required.

Physical Demands:

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Work is generally performed equally in office and field settings. Some outdoor work is required in the inspections of various streets, sports streets, joint use facilities, slopes, medians, greenbelts, wetlands, construction sites and public works facilities. Hand-eye coordination is necessary to operate testing instruments, computers, and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand and walk; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, vibration, traffic, heights on scaffolding and ladders for specific assignments, work in confined spaces, on slippery or uneven surfaces, and work around construction and maintenance equipment. The noise level in the work environment is usually moderate.

Required License:

Possession of a valid California Driver's License and an acceptable driving record.

Application Procedure:

A required City application form can be found on the City's website at www.cityoflagunaniquel.org; or by calling (949) 362-4300. Applications must be filled out completely and must show that the minimum qualifications are met. Completed City applications and supplemental questionnaires should be

submitted to Hresources@cityoflagunaniguel.org or in person to Human Resources at the address above. Based upon information presented on the applications, those applicants possessing the most suitable qualifications will be requested to continue in the recruitment process. All applicants will be notified by email of the results of the selection process.

Special Notice:

The City of Laguna Niguel recruits and hires without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information.

The Immigration Reform and Control Act of 1986 requires that you must be a U.S. citizen or an alien lawfully authorized to work in the United States to be eligible for hire.

This job bulletin does not constitute an exceptional or implied contract and provisions contain herein may be modified or revoked at any time without prior notice or agreement.

The City of Laguna Niguel is a Drug Free Workplace, and complies with Federal Law; therefore the City prohibits the use of cannabis, including medicinal use, and all illegal drugs by employees and prospective workers.

Note: Offers of employment are conditional upon successful completion of a job-related physical examination including drug screen.