



Facility Maintenance Superintendent

(F/T with Benefits)

Salary Range: \$5,939 - \$8,907 per month

Final Filing Date: Open Until Filled

The Position.

Under general direction of the Asset Management and Facilities Maintenance Director, the Facility Maintenance Superintendent manages the overall maintenance of buildings and other facilities. Specifically, this position supervises, assigns, and reviews the work of staff and outside service contractors responsible for building, grounds maintenance operations, and construction projects for the agency. This position ensures work quality and adherence to established policies, procedures and fiscal constraints for the completion of all work for CADA. Exercises supervision of assigned staff. Oversees temporary and contract labor

Specific duties:

- Overseeing all phases of maintenance, quality improvement, and safety programs related to CADA buildings and properties.
- Provide supervisory expertise for staff, managing workmanship quality and use of best practices.
- Work with Maintenance Office Manager to plan, budget and schedule facility modifications, including estimates on equipment, labor materials, and other related costs.
- Manage contracts for maintenance service contractors, and contractors performing specific projects for CADA. Monitor and inspect work performed by maintenance service contractors on specific and general projects.
- Monitor the day-to-day activities, record progress, inspect the quality and completeness of construction-related services performed; maintain logs of activities; write change orders as necessary to bring into compliance with contract documents; negotiate and solicit consultant proposals. Maintain liaison between those involved in project to resolve problems and to maintain project schedules and budgets; hold pre-bid and pre-construction conferences on projects.
- Work with the Asset Management and Facilities Maintenance Director and the Maintenance Office Manager in the development of projects for the Capital Improvements Program, the 10 Year Plan for the major construction budget, and five-year major maintenance program.
- Create and maintain preventive maintenance program within the confines of an annual budget. This includes all heating, air conditioning, plumbing, electrical, and water systems, as well as the maintenance and repair of buildings and equipment.
- Prepare annual budget with the Maintenance Office Manager for assigned accounts. Responsible for expenditure approvals. Make recommendations pertaining to budget control. Develop and monitor assigned accounts and budgets; justify proposed expenditures; recommend changes to budget.
- Work with staff in the scheduling and prioritizing of apartments for the market. Prepare and respond to tenant and contractor correspondence.

Qualifications.

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: Experience – Four years of increasing responsible supervisory experience in



building and facilities maintenance.

Education/Training - Equivalent to the completion of the twelfth grade or a Bachelor's degree from an accredited college in business administration or a closely related field, supplemented by specialized training in building and facilities maintenance or a related field.

A summary of the knowledge required for this position include:

- Operations, services and activities of a commercial and residential building maintenance program. Principles and practices of general building and grounds maintenance. Duties including general maintenance, carpentry, HVAC, plumbing, electrical, and landscaping. Pertinent Federal, State and local laws, codes and regulations.
- Estimation of costs and materials involved in making building alterations. Principles and techniques of planning building maintenance schedules.
- Principles and practices of public agency development and administration. The agency's mission, goals, objectives, policies and procedures. Operating practices of legislative bodies and current legislative activities. Principles and practices of budget preparation and administration.
- Principles and practices of agency's Illness & Injury Prevention Program (IIPP) and OSHA requirements.
- Principles of supervision, training and performance evaluation.

A summary of the abilities required for this position include:

- Maintain a large group of public buildings and grounds including complex building support systems involving heating, ventilation, air conditioning, electrical, elevators, and other mechanical systems.
- Read, interpret, and work from plans, drawings, and specifications. Understand and interpret health and safety regulations. Interpret and apply local building codes and OSHA regulations.
- Exhibit a positive, innovative approach to problem solving. Present ideas in a clear, concise, understandable, and organized manner; negotiate, persuade, and modify opinion in order to reach the goals/objectives of the organization.
- Demonstrate a positive, professional, and client-oriented attitude about CADA with coworkers, tenants, clients, and the public whether contact is by mail, telephone, or in person. Constantly strive for improvements in work process and results to better meet expectations. Work in an organized, efficient manner with a high level of accuracy, attention to detail, and follow-through. Work independently in the absence of supervision.
- Coordinate in the preparation and administration of budgets. Supervise, manage, coordinate, train and evaluate staff as required. Interpret and explain the agency's policies and procedures.
- Respond to requests and inquiries from the general public.
- Maintain mental capacity which allows for effective interaction and communication with others. Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties. Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Perform on an ongoing basis as an active participant in the CADA team: recognizing that acceptable absenteeism, punctuality and the ability to get along with others in the workplace are important to the agency's performing its mission successfully.

A complete job description can be obtained from the Human Resources Department.



About CADA.

Created in 1978, CADA is a Joint Powers Authority between the State of California and the City of Sacramento. We are authorized to implement the plans and objectives of the Capitol Area Plan, a mixed-use plan for the management, development and disposition of state-owned property located directly south and east of the State Capitol and Capitol Park in the City of Sacramento. Legislation provides CADA the powers of a redevelopment agency for this area.

Our mission is to implement the residential and commercial components of the State's Capitol Area Plan. We contribute to the vibrancy and diversity of the Capitol Park Neighborhood by managing existing properties and developing residential and retail projects in public/private partnerships.

CADA has an annual operating budget of approximately \$13.5 million, with a total of 43 employees divided into the Administrative, Asset Management, and Development Services units. Our income comes from two sources: property tax increments and through the management of 760 residential units, 40 commercial leases, and 791 parking spaces.

All CADA employees are expected to adhere to the following organizational values: *commitment, prudent stewardship, credibility, creativity, and effectiveness.*

Benefits.

Retirement. Retirement provided through CalPERS; monthly employer contributions are paid by CADA and employee contributions are paid 100% by the employee for New Members and Classic Members of CalPERS.

Flexible Spending Account. CADA contributes to a cafeteria-style benefit plan that includes health, dental, vision, unreimbursed medical, dependent care, and other optional insurance plans.

Sick Leave. Accrued at the rate of 8 hours per month.

Vacation Leave. Accrued at the rate of 10 days per year for 1 to 3 years of service; 15 day per year for 3 to 10 years of service; 20 days per year for over 10 years of service.

Holiday Leave. 15 paid holidays annually (this includes 2 half days).

Deferred Comp. Employees have the option of making contributions for this benefit.

Bereavement Leave. Up to 5 days per calendar year.

Employee Assistant Program. Confidential counseling services to employees and dependents.

LTD Insurance. Income security to disabled employees up to 66 2/3 of their monthly salary.

Life Insurance. Equal to one and one half of the employee's annual salary.

Parking. Parking free of charge.



Application Process.

Applications are accepted continuously until filled. Please include a CADA application with your resume and/or cover letter. You may download an application form from CADA's website: <http://www.cadanet.org/working-with-cada/employment> or pick one up and mail applications materials to:

CADA
Attn: Human Resources
1522 14th Street
Sacramento, CA 95814

Interviews will be held continuously until the position is filled. A screening committee will review your application materials. Those determined most qualified to proceed in the process will be contacted for an interview. CADA will conduct a thorough background investigation, including a drug and alcohol test, on final candidates.

CADA hires only US citizens or aliens lawfully authorized to work in the United States.
We are an Equal Opportunity Employer.