



**Maintenance Office Manager
(F/T with Benefits)**

Salary: \$5,550 - \$8,324 per month

Final Filing Date: Open Until Filled

The Position.

Under general direction of the Asset Management and Facilities Maintenance Director, the Maintenance Office Manager oversees the maintenance front office staff and the budget, contracting process, contract scoping, task sequencing, work orders and materials inventory for CADA's commercial and residential construction-related improvements and maintenance services. Specific duties include:

- Preparing and monitoring the maintenance and capital improvement project budgets and 10-Year Plans
- Generating construction documents and the necessary contracting process with the Facility Maintenance Superintendent
- Coordinating process and budgets to ensure compliance with project Department of Industrial Relations and public agency bidding requirements.
- Oversee the operations of the maintenance warehouse front office, managing maintenance office staff, CADA work orders, invoice processing, and proper inventory and usage of CADA materials and equipment at the warehouse and other storage areas.
- Exercises supervision of assigned staff

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 – 2 years of increasingly responsible experience administering organizational budgeting and office management, construction contract implementation and observation, public contract administration, construction management program and inventory creation and controls.

Education/Training - Equivalent to the completion of the twelfth grade supplemented by specialized training in construction inspection management or a related field. An associate or Bachelor's degree from an accredited college with major course work in Construction, Engineering, Architecture, Civil, Electrical, Mechanical or Structural Engineering or related field is preferred.

A summary of the knowledge required for this position include:

- Knowledge of construction project management and bidding, and contract requirements including pertinent federal, state and local laws, codes and regulations. Training and/or knowledge of building materials, construction documents and specifications, building techniques and related building code is preferred but not required.
- Principles and practices of construction project sequencing, budgets and invoicing. Accounting knowledge, principles and practices of budgets.



- System inventory creation and management, particularly for maintenance and construction materials and equipment.
- Understanding of work order and inventory software systems and best practices.
- Principles and practices of public agency development and administration. The agency's mission, goals, objectives, policies and procedures. Operating practices of legislative bodies and conflict of interest laws.
- Management experience and the ability to work in support and coordination with others. Principles of supervision, training and performance evaluation.

A summary of the abilities required for this position include:

- Comply with agency contracting and construction requirements.
- Draft and review documents prior to construction bid for errors and omissions and coordination between disciplines. Skill in negotiating, writing and interpreting contractual agreements. Cofacilitate construction conference meetings and other required meetings associated with each project.
- Draft and edit staff reports for Board presentation.
- Work with Facility Maintenance Superintendent to generate drawings via computer-aided design software and accompanying scopes of work.
- Exhibit a positive, innovative approach to organization and 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 customer service-oriented attitude about CADA with staff, coworkers, tenants, clients, and the public whether contact is by mail, email, telephone, or in person. Constantly strive for improvements in work process and results to better meet organizational needs. Communicate clearly and concisely, both orally and in writing.
- 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.
- 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 management 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 and upholding the CADA values of Accountability, Customer Service and Teamwork.

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.