



Stanislaus County
now offers an employee
bonus worth up to
\$10,000 or 21
additional days of
leave time!*
**See inside for details*

Facilities Maintenance Manager I/II/III

Stanislaus County General Services Agency

\$68,889-\$130,686 Annually

Apply by December 13, 2024



**STANISLAUS
COUNTY HUMAN
RELATIONS**

Take Your Place.

THE POSITION

Stanislaus County is seeking a dedicated and experienced Facilities Maintenance (FM) Manager I/II/III to join the General Services Agency team. This critical leadership position oversees all aspects of building maintenance and serves as the primary point of contact for building occupants. The FM Manager directly supervises three Building Services Supervisors, who manage maintenance and janitorial teams, and one Storekeeper II, ensuring the efficient operation, repair, maintenance, and remodeling of County buildings, structures, and equipment.

With a strong emphasis on customer service, project management, and facility inspections, this role is integral to maintaining safe, functional, and welcoming environments. Additionally, the FM Manager plays a key role in supporting the County's Injury and Illness Prevention Program (IIPP), championing health and safety initiatives to protect employees and ensure compliance with safety standards.

Interested in learning more about the General Services Agency?

Scan the QR code or visit www.stancounty.com/gsa



THE IDEAL CANDIDATE

The ideal candidate is a dynamic and skilled professional with proven expertise in facilities maintenance, building operations, and project management. This individual excels in leading diverse teams, fostering collaboration, and ensuring high-quality service delivery in a customer-focused environment. Additionally, the successful candidate will have a deep understanding of workplace safety standards and a dedication to supporting the County's Injury and Illness Prevention Program (IIPP) to safeguard employee well-being.



ABOUT THE DEPARTMENT

The General Services Agency (GSA) provides centralized services over a broad spectrum of areas, including building maintenance and housekeeping of County owned facilities, disposal of surplus county property, messenger and mail services, contract and purchasing assistance, administration, capital project management, vehicle maintenance and American with Disability Act (ADA) guidance to County departments.

The General Services Agency consists of four divisions:

Central Services



The Central Services Division handles procurement, contract negotiation, property leasing, surplus property management, and supports County departments with mailroom, messenger, and salvage services.

Fleet Services



The Fleet Services Division maintains around 1,400 County vehicles and specialized equipment, offering comprehensive services like accident management, motor pool, fuel programs, and auctions.

Capital Facilities



The Capital Facilities Division manages new construction, renovations, expansion, and maintenance, Downtown Modesto custodial services, and the County's ADA, Capital Improvement, and Deferred Maintenance Plans.

Deferred Maintenance



The Deferred Maintenance (DM) program bridges capital projects and facilities maintenance, completing 200 projects over seven years, totaling \$13.1 million. It addresses requests for HVAC replacements, elevator upgrades, flooring, and painting.

THE TYPICAL TASKS

- Assign, oversee, direct and evaluate the work of subordinate staff including maintenance, janitorial, and support staff.
- Provide guidance, training, and mentorship to staff to ensure adherence to standards and policies.
- Manage all aspects of building maintenance, including HVAC, plumbing, electrical, structural, and other facility systems.
- Develop and oversee preventive maintenance programs to extend the lifespan of equipment and systems.
- Ensure compliance with safety regulations, building codes, and environmental standards.
- Lead efforts to support the County's Injury and Illness Prevention Program (IIPP), including creating standard operating procedures, conducting safety inspections and addressing potential hazards.
- Implement emergency response protocols and coordinate disaster preparedness efforts for facilities.
- Plan, coordinate, and manage facility improvement projects, remodels, and repairs.
- Monitor budgets for facilities maintenance and custodial.
- Collaborate with contractors and vendors to obtain bids, consistent with the Stanislaus County Purchasing and Salvage Policy.
- Serve as the primary point of contact for building occupants, addressing concerns and ensuring high levels of satisfaction.
- Prepare reports, updates, and documentation related to building operations and projects.
- Oversee the procurement and management of maintenance supplies, tools, and equipment.
- Ensure efficient inventory control and budget management for maintenance operations.
- Developing and prioritizing work plans to address deficiencies and optimize building performance.
- Perform other work as assigned.



MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS & ABILITIES

- Facilities Maintenance
- Building & Construction
- Occupational Safety & Health (OSHA) Regulations
- CA Code of Regulations Title 8
- Hazard Identification & Risk Assessment
- Safety Management Principles
- Project Management
- Data Analysis & Report Preparation
- Effective Communication
- Judgement & Decision Making
- Relationship Building
- Injury & Illness Prevention
- Incident & Accident Investigation
- Building & Construction
- Education & Training
- Public Safety & Security

EDUCATION & EXPERIENCE

- Bachelor's degree in Facilities Management, Construction Management, Public or Business Administration

AND ONE OF THE BELOW

FM Manager I

- A minimum of three (3) years of progressively responsible experience in building or facilities operations, or a related field.

FM Manager II

- A minimum of one (1) year of experience in building or facilities management.

FM Manager III

- Two (2) or more years of experience in building or facilities management.

Progressively responsible work experience in a related field may be substituted for the education requirements, on a year for year basis.

Proof of education (degree or transcripts) are required for verification purposes at the time of application. Applicants who are unable to submit proof must call 209-525-6559 to make other arrangements before 5 pm on the final filing date. Failure to submit proof or make other arrangements before the final filing deadline will result in disqualification.



**STANISLAUS
COUNTY HUMAN
RELATIONS**

Take Your Place.



JOIN OUR TEAM and receive a bonus worth **UP TO \$10,000** or 21 additional days of leave time!*

*EMPLOYEE CHOICE BONUS PLAN ALLOWS ELIGIBLE EMPLOYEES TO RECEIVE A BONUS WORTH \$5,000-\$10,000 OVER THREE ANNUAL INSTALLMENTS

YOU CHOOSE: One month's worth of

Scan the QR code with a camera app to watch the Employee Choice Bonus Plan video!



Cash Payout

Redo that kitchen or paydown debt.

It's all yours.



Leave Time

Take a little extra time off and enjoy yourself.

You've earned it.



Deferred Compensation

Reduce some taxable income and receive it later.

Why not?



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clubwellness
myclubwellness.org

Employee Choice Bonus Plan

UNDERSTANDING THE DETAILS



JOIN OUR TEAM BY JUNE 30TH, 2025 TO BE ELIGIBLE!

The following Employee Choice Bonus Plan is designed to allow eligible employees, current active full-time employees or those hired full-time on or before June 30, 2025, to choose one of the three bonus incentive options (one-time option, non-revocable) they would like to receive:



Option 1 BONUS CASH PAYMENT

(Default if employee declines to make a choice)

- One month of salary (168 hours) paid in cash over three annual installments at the highest step or top of band of the classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.



Option 2 BONUS LEAVE TIME

- 168 hours of bonus leave time allocated within three annual installments.
- Bonus Leave Time would be administered in the same capacity as standard vacation including compensation rate, request and approval, and reporting expectations.
- Bonus Leave Time will have no cash value and cannot be cashed out at resignation, termination, or retirement.
- Must use the bonus leave time prior to the expiration date, as there is no carry over after the bonus leave time expires.



Option 3 BONUS DEFERRED COMPENSATION CONTRIBUTION

- One month of salary (168 hours) paid over three annual installments into the employee's Nationwide Deferred Compensation account at the highest step or top of band of classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.

Eligibility for Employee Choice Bonus Plan



- Must be an active full-time employee on each vesting date and during the pay period of the payment date to receive each payment.
- Full-time employees on an unprotected unpaid leave on the vesting date are ineligible for that specific payment.
- Employees that separate from full-time service prior to a vesting date will no longer be eligible for that specific payment.
- Employees that receive one or two payments, separate from full-time service and then return to full-time service are excluded from eligibility to receive further payments of any kind.
- Employees that leave full-time service prior to receiving any payments, and then return to full-time service on or before June 30, 2025, are eligible to receive future payments in accordance with their new hire date.



COMPENSATION & BENEFITS: \$68,889-\$130,686 Annually

The County of Stanislaus provides a competitive and comprehensive benefits package for regular full-time County Managers including:

- Excellent retirement benefits (2% at approximately age 62 formula)
- Medical, dental, vision, and basic term life insurance plans
- County paid Deferred Compensation at 1.5% of base salary
- 2 weeks annual vacation accrual (increases with years of service)
- 32 additional vacation hours annually
- 56 hours management leave annually (does not carry over)
- 96 hours of sick leave annually
- 12 paid holidays annually
- Car allowance upon Department Head approval
- Moving allowance if recruited from out-of-County
- Disability Protection
- Optional participation in Flexible Spending Account programs
- Life & AD&D insurance plans
- Employee Assistance Program

Details available upon request.

RECRUITMENT INCENTIVES:

Employee Choice Bonus Plan:

Stanislaus County now offers an employee bonus worth up to \$10,000 or 21 additional days of leave time! Visit stanjobs.org for details.

Career Ladders:

We offer valuable tools to help plan your career with Stanislaus County. Find ways to grow and develop within the organization— from Accounting to Public Safety to IT.

Learning Institute:

Whether you're a new employee or looking to acquire new skills, our Learning Institute offers a chance to take on new challenges and ways to consistently hone and improve skills.

WELLNESS BENEFITS

The Mission of Club Wellness is to facilitate and encourage the "good health" of the county workforce.

"Good health" is a state of complete physical, social and mental well-being, and not merely the absence of disease or infirmity; health is a resource for everyday life, not the object of living, and is a positive concept emphasizing social and personal resources as well as physical capabilities. The program seeks to increase awareness and knowledge of all employee benefits, nurture a team spirit and positive health behaviors, to motivate employees to adopt healthier habits and to provide opportunities and a supportive environment to create positive lifestyle changes.



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.

APPLICATION PROCEDURES/FINAL FILING DATE: APPLY BY December 13, 2024

Oral Examinations are tentatively scheduled for the week of January 6, 2025

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 completed 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.

RECRUITMENT ACCOMMODATIONS

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodations Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form.

GENERAL QUALIFICATIONS

- Pass County-paid pre-employment 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 flyer 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 Understanding(s), and such information prevails over information contained in this flyer. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/ Human Resources.