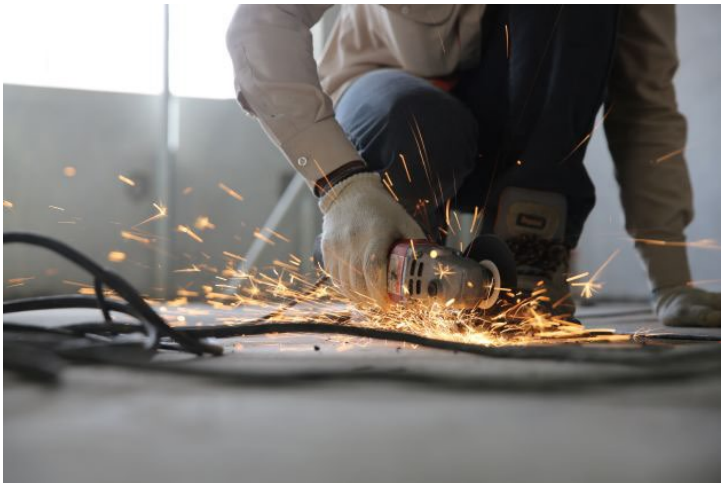
County of Santa Cruz

INVITES YOU TO APPLY FOR:



BUILDING MAINTENANCE SUPERVISOR

Supplemental Questionnaire Required

Promotional Only
Job # 22-MH7-01

Salary: $7,063 – 8,928 / Month

Closing Date: Monday, November 28, 2022

THE JOB: Under direction, plan, assign and supervise the work of staff performing a variety of skilled, semiskilled and unskilled tasks in the repair and maintenance of County buildings and equipment; and do other work as required. **The current vacancy is in the General Services Department. The list established will be used to fill the current vacancy and it may also be used to fill other vacancies during the life of the eligible list.**

THE REQUIREMENTS: Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

One year of experience performing duties comparable to those of a Building Maintenance Worker III in Santa Cruz County.

OR

Five years of full-time, progressively responsible experience in the building trades including one year of supervisory experience within the building trades.

Special Requirements: Possess and maintain a valid California Class C Driver's license. Note: Candidates with an out of state license may apply and go through recruitment and examination process, however verification of California License must be provided at time of appointment.

Knowledge: Thorough knowledge of the basic methods, materials and tools used in the building maintenance trades. Working knowledge of the principles of supervision and training; safe work practices and safety precautions utilized in the building trades; laws and building codes affecting repair and remodeling of County buildings; and methods used in the maintenance of building equipment. Some knowledge of estimating material and labor cost.

Ability to: Assign, coordinate, evaluate and direct the work of skilled, semiskilled and unskilled staff performing building maintenance and repair activities; accurately estimate labor and material costs for

repair, remodeling and maintenance projects; train subordinates in proper work procedures; perform a wide variety of skilled and/or semiskilled tasks connected with repair and maintenance of County buildings and fixtures; work from sketches and blueprints; safely lift up to 100 pounds; use tools and equipment of the building trades skillfully and safely; follow written and oral instructions; keep accurate work records; and establish and maintain cooperative working relationships with those contacted in the course of work.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

BUILDING MAINTENANCE SUPERVISOR – SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Please describe your experience supervising staff, including extra-help and volunteers. Be specific with respect to the number of persons supervised and the length of time in supervisory capacity.

EMPLOYEE BENEFITS:

ANNUAL LEAVE - 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

HOLIDAYS - 14 paid holidays per year.

BEREAVEMENT LEAVE - 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN - County pays for employee and eligible dependent coverage.

VISION PLAN - County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE - County paid $20,000 term policy. Employee may purchase additional life insurance.

DISABILITY INSURANCE - Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

DEPENDENT-CARE PLAN - Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

H-CARE PLAN - Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) - Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION - A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz

www.santacruzcountyjobs.com

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