

DEPUTY DIRECTOR OF FACILITIES MAINTENANCE

Orange County Public Works

(Orange County, CA)





THE COMMUNITY

Orange County is a desirable place to live and is one of the premier employers in the region, as well as, the third most populated county in California. At the County you will find variety, individual opportunity, job satisfaction and the pleasure of working with colleagues who are dedicated to making a difference.

Over the years, Orange County has established a reputation as an innovative leader among local governments and serves over three million people living within its 34 cities.

Residents enjoy over 42 miles of pristine beaches, three major harbors, vast wilderness parks, beautiful nature preserves, and 402 miles of riding and hiking trails. Orange County has top rated attractions from Disneyland to several major professional sports teams, a wide range of cultural arts as well as some of the highest quality public and private schools in the nation. There is no doubt that Orange County is a great place to work, live and play.

THE COUNTY GOVERNMENT

Orange County is a Charter County governed by a five-member Board of Supervisors elected to four-year terms. The Board is supported by a group of dedicated public-spirited individuals and together, they comprise a regional service provider and planning agency committed to maximizing resources and improving the quality of life for residents in Orange County. The 22 departments (and respective divisions) that make up the County government provide vital services to the community to make Orange County a safe, healthy, and fulfilling place to live, work and play. The County's core business are public safety, public health, environmental protection, regional infrastructure, public assistance, social services and aviation.

OC PUBLIC WORKS

OC Public Works provides services on a regional basis to unincorporated areas, to cities, and to other County agencies and departments. The primary mission of the department is to protect and enrich the community through efficient delivery and maintenance of public works infrastructure, planning, and development services. OC Public Works core values are integrity, accountability, service and trust.

OC Public Works partners with a diverse array of local, state and federal agencies, special districts and authorities and the private development community including: construction, planning, and design firms, to accomplish many of the County's infrastructure projects. The Agency is composed of 10 service areas: OC Fleet Services, OC Development Services, Administrative Services, OC Facilities Design & Construction, OC Facilities Maintenance & CUF, OC Infrastructure, OC Construction, OC Operations & Maintenance, OC Survey and OC Environmental Resources.

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THE OPPORTUNITY

The OC Facilities Maintenance & Central Utility Facility (CUF) Service Area ensures efficient and innovative operation of County facilities through maintenance management services, after hours emergency support, and utility management. A major component is the CUF, a combined heat and power facility that provides cooling, heating and/or electricity to 23 buildings within the Santa Ana Civic Center area.

The OC Facilities Maintenance & CUF Service Area includes 116 full-time employees with an annual operating budget of \$5 million. The Services Area is led by a Deputy Director who oversees business unit management, skilled craft and maintenance personnel, including supervisors, leads, and administrative support positions. The Service Area supports the following core functions:

- CUF: Ensures production of energy resources at a highly competitive rate with high reliability
- Energy Management: Provides utility management for 215 facilities totaling 9 million square feet
- Maintenance & Engineering: Oversees proper operation and repair of OC Public Works facilities and provides after hours emergency services
- Facility Solutions: Consults for a broad spectrum of clients including other County departments and agencies located in buildings owned or leased by the County.

The Deputy Director is responsible for planning, organizing, directing, coordinating, evaluating and reporting activities and operations of the Service Area. The position reports to the Assistant Director of the Customer Service branch of the OC Public Works and plays an integral role on the Department's executive team. The Deputy Director should be forward thinking, innovative, enthusiastic, and dedicated to public service.

THE IDEAL CANDIDATE

The ideal candidate will be:

- An experienced administrator with a thorough understanding of the principles, practices and administration of municipal public works facilities, client services, and budget implementation.
- An accomplished decision maker who ensures a diversity lens is applied to all employment policies decisions, and programs.
- An experienced facilities maintenance manager with the ability to develop collaborative relationships with employees, management peers, executive staff, the Board of Supervisors, and the community.
- A strategic and innovative thinker and planner with innovative yet practical solutions to short and long term challenges.
- A skilled communicator and listener with a demonstrated ability to facilitate change management.
- An approachable and a politically astute leader with a management style that quickly fosters trust, loyalty, respect, commitment, and partnership from the community, other county managers and employees.
- Knowledgeable about office space design, energy programs, building systems, facility management, and capital improvement program development and implementation.

COMPENSATION

The monthly salary range for the incoming Deputy Director (Administrative Manager III) is \$8,177.87 - \$14,360.67. Placement within this range is dependent upon qualifications. The County also offers an attractive benefits package that includes:

Retirement Plan – Benefit formula of 1.62% @ 65 retirement benefits (includes a voluntary Defined Contribution plan and an employer match contribution). Eligible new employees who have reciprocal California public service time are required to choose between Plan O/P (1.62% @ 65) and Plan I/J (2.7% @ 55) retirement benefit formulas.

Retirement Reverse Pickup Contributions – County of Orange employees are subject to an additional reverse pick up percentage. This is in addition to the normal employee contribution. More information is available on the OCERS website: <http://www.ocers.org>.

Optional Benefit Plan (OBP) - \$3,500 annually (pro-rated if hired or promotion occurs mid-year). Available in various taxable and non-taxable options.

Health Plan Coverage – There are currently four different plans to choose from including two Preferred Provider Organizations (PPO's) Plans and two Health Maintenance Organizations (HMO's) Plans.

Dental Coverage – 100% County paid for employee and dependents

Life and Accidental Death & Dismemberment (AD&D) – Basic amount of \$100,000; employee may purchase additional voluntary coverage.

Salary Continuance - 60% of salary on approved applications

Sick Leave – 2 hours and 78 minutes earned per pay period effective upon appointment.

Vacation Time – 4 hours and 38 minutes per pay period

Other Benefits – 457 Defined Contribution Plan (participation is voluntary); Voluntary Dependent Care (DCRA) & Health Care Reimbursement Account (HCRA); Employee Assistance Program; Annual Physical.

For additional information about Orange County benefits, visit <http://ocgov.com/gov/hr/eb/overview>.

HOW TO APPLY

Please **apply on-line** at www.allianceRC.com by **March 22, 2019**. For questions and inquiries, please contact:

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