

# CAREER OPPORTUNITY

## COUNTY OF SAN DIEGO



### CHIEF, DEPARTMENTAL OPERATIONS - FACILITIES OPERATIONS DEPARTMENT OF GENERAL SERVICES



DEPARTMENT of GENERAL SERVICES

ANTICIPATED HIRING RANGE: \$120,000 - \$127,000 Annually  
EXCELLENT BENEFITS

# THE POSITION



The **Chief, Departmental Operations – Facilities Operations** is an Unclassified Management position that reports to the Deputy Director of Facilities Operations and performs the following:

- Provides mentorship and direction for property management at the County Administration and Operations Centers to include tenants, space, major systems, parking, and special events
- Provides leadership and oversight of the security office and trades which are responsible for physical/electronic security, access control, and as needed contracts and staff for electrical, plumbing, painting, welding, carpentry, masonry, HVAC in County facilities
- Leads facilities process improvement in collaboration with peers, clients and contractors for critical systems lifecycle operations, preventative maintenance reengineering, and performance analytics including key performance/service level indicators
- Manages facilities compliance with local, state, and federal regulations, including California Environmental Reporting System requirements, Stormwater compliance and mitigation and the facilities inspection program
- Administers policies and procedures in a wide variety of areas consistent with sound management techniques and general policies of the County of San Diego
- Reviews programs for risk, progress, and implementation in accordance with federal, state and local laws, regulations and guidelines
- Prepares recommendations, reports and presentations to leadership for use at executive, Board and community meetings
- May act in the absence of the Deputy Director

## MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited U.S. college or university or certified foreign studies equivalency AND five years of experience that demonstrates the ability to perform the essential functions of the classification which must include at least two years (2) of management or supervision; OR a combination of experience and/or education as stated above.

**Notes:** A master's degree or higher degree may substitute for a total of one year. In order for education to substitute for work experience as indicated above, college level coursework must demonstrate progress toward a degree and may be substituted on a year-for-year basis. Qualifying experience will include CAO Staff Officer or Project Manager experience that involves leading projects.

## SALARY & BENEFITS

The anticipated hiring salary range for this position is \$120,000 to \$127,000 annually. Placement within this range is dependent upon the qualifications of the successful candidate. Annual salary reviews are performance based and goal oriented. Other benefits include:

- Fifteen days of paid vacation, thirteen days of paid sick leave, ten days of executive time-off and fourteen paid holidays
- Medical, dental, and vision insurance plans
- Disability Insurance, Life Insurance, and Accidental Death/Dismemberment Insurance
- Flexible Management Benefit Package – a monthly credit may be used to select benefits from a group of options
- Defined benefit retirement program with San Diego County Employees Retirement Association. Please visit [sdcera.org](http://sdcera.org) for additional details on the generous employee retirement plan offered to County employees
- Deferred Compensation Program 457 and 401(a) plans
- May be eligible for relocation expense of up to \$15,000
- View the detailed Benefit Plan for [Unclassified Management \(UCL\)](#)





## IDEAL CANDIDATE

The ideal candidate thrives upon the success of a team and enjoys an environment where collaboration is essential to successful project delivery. As a Chief, Departmental Operations – Facilities Operations, your professional history will demonstrate the following desirable competencies and attributes:

- Situational leadership skills with emphasis on coaching and mentoring direct reports and teammates
- Strategic thinking and anticipation of future challenges and trends related to department goals and initiatives
- Experience in contract negotiation and administration, and proposal review for multidisciplinary projects
- Experience in leading a large and diverse facilities department through organizational change, continuous improvement, and business process improvement initiatives
- Commitment to improving performance and customer service through metrics and analytics
- Ability to prepare and deliver effective oral presentations and reports on complex issues and recommendations
- Ability to exercise appropriate judgment, analyze and project consequences for decisions and/or recommendations
- Interacts effectively with other governmental officials, boards, internal departments, citizen groups, special interest groups and/or members of the public in communicating a variety of department matters

## DEPARTMENT OF GENERAL SERVICES

The Department of General Services (DGS) is an internal service department within the County of San Diego. DGS ensures that other County departments have the necessary facilities, workspaces, vehicles, and services to safely accomplish their business objectives. These services include management of over 390 real estate leases; major maintenance and capital improvement projects; facility maintenance, physical security/access control and mail services; in addition to acquisitions and maintenance of over 4,300 fleet vehicles/equipment at 7 garages and 28 fuel sites. DGS is also a leader in reducing carbon emissions with its commitment to green energy supply, building electrification, energy efficiency projects, proactive energy management, zero net energy building and renewable energy. To ensure these critical services are provided, DGS has a staff of 430 and a budget of \$289.1 million.



# HOW TO APPLY

## APPLICATION ROCESS

Applications may be submitted online at [www.sandiegocounty.gov/hr](http://www.sandiegocounty.gov/hr); select Current Job Postings, Job Number 23092705UFM. Applications should include academic degrees held and dates conferred, employment history and positions held, dates of services, areas of experience, levels of responsibility, reporting structure, key duties performed, and number of direct reports or staff.

The Department of Human Resources removes personally identifiable information from all recruitments. This practice, called Blind Applicant Screening, will hide a candidate's personal information that could influence or bias a hiring decision. Personal information includes name, phone number, address, gender, age and race. This process will help contribute to a fair and equitable selection process leading to a more diverse and inclusive workforce.

**Interested candidates are encouraged to apply as soon as possible for consideration.**

## CONTACT INFORMATION

You may direct any questions regarding the application and selection process to Bryan Faircloth, Executive Recruiter, at [bryan.faircloth@sdcounty.ca.gov](mailto:bryan.faircloth@sdcounty.ca.gov). Questions about the position or department should be directed to Shontay

Turner, Group Human Resources Director for the Finance and General Government Group, at [Shontay.Turner@sdcounty.ca.gov](mailto:Shontay.Turner@sdcounty.ca.gov).

## SPECIAL NOTES

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority. The provisions of this job announcement may be modified or revoked and do not constitute an expressed or implied contract.

Qualified women, minorities, and persons with disabilities are encouraged to apply. Reasonable accommodation may be made to enable a qualified individual with disabilities to perform the essential functions of a job, on a case-by-case basis.



The County of San Diego and its employees embrace the vision of: a just, sustainable, and resilient future for all. Our values include: integrity, equity, access, belonging, excellence, and sustainability. Each of which are infused throughout our operations. While also embracing a mission of strengthening our communities with innovative, inclusive, and data driven services through a skilled and supported workforce. Click here for more information on our [Strategic Plan](http://sandiegocounty.gov) ([sandiegocounty.gov](http://sandiegocounty.gov)) as well as our commitment to serve everyone, to build a [Framework for the Future](#) that will create a County that works for all.



The County of San Diego is committed to valuing diversity and practicing inclusion because our diverse workforce is our greatest asset and our customers are our number one priority.