



**CITY OF CATHEDRAL CITY
invites applications for the position of:**

**FACILITIES AND FIELD
SUPERINTENDENT**

DESCRIPTION:

SALARY

\$117,677.85 - \$154,036.46 a year
plus an excellent benefit package!

APPLY BY:

Continuous - Applications reviewed as submitted. Apply immediately!

**DO YOU WANT TO BE A PART OF ONE OF AMERICA'S "MOST LIVABLE" CITIES?
DO YOU WANT TO MAKE A DIFFERENCE IN OUR COMMUNITY?
IF SO, THE CITY OF CATHEDRAL CITY IS LOOKING FOR YOU!**



THIS RECRUITMENT WILL REMAIN OPEN UNTIL SUFFICIENT QUALIFIED APPLICATIONS ARE RECEIVED AND MAY CLOSE WITHOUT PRIOR NOTICE. FIRST REVIEW OF APPLICATIONS IS SCHEDULED FOR FRIDAY, JANUARY 14, 2022 AT 5PM.

THE POSITION

THE IDEAL CANDIDATE, performs highly responsible administrative and technical work in the management of the City's facilities functions; plans, organizes, implements, and directs efficient and effective facilities maintenance activities, programs, systems and services related to the safe and effective operation and maintenance of the City's property and facility portfolio and adjacent grounds; provides expert advice and assistance to City management staff related to current and long-term facilities maintenance topics and related matters; performs related work as assigned. The City's facilities are defined as any and all City-owned parks, buildings, grounds, streets, streetlights, outdoor lighting, utilities and other facilities as defined by the City.

QUALIFICATIONS

EXPERIENCE:

- Five (5) years of increasingly responsible maintenance, facilities or construction experience, including at least three (3) years of supervision or management and administrative responsibility.

TRAINING:

- Equivalent to a bachelor's degree from an accredited college or university with a degree in Construction Management, Parks Administration, Public Administration, Business Administration or closely related field

OPTIONS FOR SUBSTITUTIONS:

- Additional years of qualifying experience may substitute for all or some of the required education on a year-for-year basis; or
- Possession of, or ability to test for, a General Building Contractor's License B issued by the State of California Contractor's State License Board may substitute for the required education.

OTHER REQUIREMENTS:

- Must possess and maintain a California Class C driver's license
- Public agency background including supervisory experience with emphasis on use of consultants and contractors for professional services is preferred
- Previous knowledge of and experience in concrete, pavement, chip-sealing, curbs, landscape installation and maintenance, or related field is desirable.

VIEW THE MINIMUM QUALIFICATIONS AND FULL JOB DESCRIPTION, [HERE](#).

BENEFITS



Health Insurance

Rich benefit package including a monthly Health benefit allowance of up to \$2300 for Employee plus family.



Educational Reimbursement

Educational reimbursement in an amount not to exceed \$4,000 in any one fiscal year with a lifetime total accumulation not to exceed \$8,000.



CalPERS

CalPERS Retirement benefits. (See the Benefits tab for more details.)



Paid Vacation

Non-Represented employees earn 144 hours of Annual vacation leave per year. After 2 years of service, the leave accrual will increase.



More perks!

Other benefits include longevity pay, bilingual pay, degree incentive, wellness reimbursement, deferred compensation, employee assistance program, and much more!

APPLICATION AND SELECTION PROCESS

To be considered for this opportunity, candidates must submit an application on-line, with resume and cover letter. All experience must be listed on the application. Resumes will not be accepted in-lieu of the application. Based upon the information presented on the application, a limited number of candidates who possess qualifications most pertinent to the position will be invited to participate in the selection process.

The applicant's cover letter should be no more than one (1) page long and contain the following information:

- Applicant's full name
- A brief explanation of your motivation for applying for this position; and

- Skills and abilities you believe will benefit the City of Cathedral City

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Notifications will be sent by email only (regardless of the notification preference selected during the on-line application process) to the email listed on your on-line application.

All employment offers made by the City are contingent upon establishing proof of a prospective candidate's legal authorization to work in the United States and successfully passing all components of the pre-employment process which may include, but is not limited to: comprehensive background check, criminal history check (livescan fingerprint check), and post-offer medical evaluation with a drug screen.

Any applicant requiring reasonable accommodation during the selection process due to a qualified disability must inform the Human Resources Office at (760) 770-0352 at least 72 hours in advance.

The City of Cathedral City is an Equal Opportunity Employer. Our goal is to be a diverse workforce that is representative of the citizens we serve. We seek to recruit, develop and retain the most talented individuals from a diverse candidate pool.

What's Next? Apply today and share this posting with anyone else who may be interested!

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.joincathedralcity.org>

Position #21-1223

FACILITIES AND FIELD SUPERINTENDENT
LB

68700 Avenida Lalo Guerrero
Cathedral City, CA 92234

jobs@cathedralcity.gov

FACILITIES AND FIELD SUPERINTENDENT Supplemental Questionnaire

- * 1. Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, partial information, and reference to resume or application may result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and that your responses can be verified from information included within the application?

- YES
- NO

- * 2. Do you possess a California Class C driver's license?

- Yes No

- * 3. Do you possess equivalent to a bachelor's degree from an accredited college or university with a degree in Construction Management, Parks Administration, Public Administration, Business Administration or a closely related field? If yes, please attach a copy.

- Yes No

- * 4. If you do not possess equivalent to a bachelor's degree, what is your highest education level completed? If you are currently enrolled, what is your estimated graduation date?

- 5. Do you possess at least five (5) years of increasingly responsible maintenance, facilities or construction experience? If yes, experience must be listed on your application.
 Yes No

- * 6. Do you possess at least three (3) years of supervision or management and administrative responsibility? If yes, experience must be listed on your application.
 Yes No

- * 7. Do you possess a General Building Contractor's License B issued by the State of California Contractor's State License Board? If yes, please attach a copy.
 Yes No

- * 8. Are you willing and able to work a flexible schedule to include emergency call-in, call-back, nights, holidays and weekends?
 Yes No

- * 9. This position requires an on-line application, resume and cover letter. Failure to attach required documents may result in disqualification from the recruitment process.
 I attached all required documents
 I did not attach my documents and acknowledge this may result in my disqualification from the process

- * Required Question