




ALLIANCE
RESOURCE CONSULTING LLC

**Maintenance Superintendent
City of Pleasant Hill, CA**

The Community

Pleasant Hill is a modern and dynamic city in the East Bay Area of San Francisco and home to approximately 33,000 residents. Located at the center of the Interstate 680 corridor in Contra Costa County, Pleasant Hill is characterized by small-town charm and a strong sense of community.

Residents of Pleasant Hill enjoy an enviable quality of life with safe, quiet residential neighborhoods and an array of amenities. Its appealing downtown boasts more than 350,000 square feet of retail space, movie theaters, entertainment venues, and restaurants. City Hall offers a central plaza area for community gatherings and events.

The City enjoys an ideal Northern California climate with warm, dry summers and mild winters making it perfect for visitors and residents seeking outdoor activities.

The City is home to many California distinguished schools and Diablo Valley Community College.

Pleasant Hill is considered one of the best places to work, live, shop, dine, and play in the Bay Area. To learn more please visit: <https://www.ci.pleasant-hill.ca.us/>.

The Organization

Pleasant Hill is a General Law City operating under the Council-Manager form of government. Currently, the City Council consists of five members who are elected at large for staggered four-year terms, with a rotating mayor. However, the City will transition to a District-based system in the upcoming election cycle, with three of the five new districts up for election in November. Pleasant Hill is widely recognized for being a well-managed, fiscally sound City and for its community focused programs that benefit its citizens as well as providing a dynamic, stimulating work environment for City employees. The City employs 110 regular employees and has a biennial operating budget of \$33.7 million for 2024-2025.

The City delivers a range of municipal services including police, finance, building inspection, planning and code enforcement, engineering, economic development, street construction and maintenance, and storm drainage services. Fire protection, recreation and parks, sewage collection and treatment, water, and school services are provided through special districts not subject to City control.

The Division

The Department of Public Works comprises two divisions: Maintenance and Engineering. Working out of the Public Services Center on Civic Drive, the Maintenance Division provides a variety of services to keep the City clean and well maintained. The Division maintains all publicly owned streets and City-owned buildings (City Hall, the Police Department, Public Services Center, and the new City Library). It also manages the solid waste program, including street sweeping, which is contracted out to a private vendor. There are seventeen employees in Maintenance.

The Position

The Maintenance Superintendent reports to the Public Works Director and plans, organizes and manages maintenance operations in the Maintenance Division, including streets, storm drains, equipment maintenance, City buildings, and landscape areas; serves as a member of the City's management team, and participates in administrative planning and policy development related to maintenance services; and performs related work as required.

Typical areas of responsibility include:

- ▶ Oversee and direct the daily operations of the Maintenance Division to provide efficient maintenance service within prescribed budget.
- ▶ Develops, implements and coordinates divisional goals and objectives, policies and procedures.
- ▶ Prepares, administers, and monitors the maintenance services budget, including submitting budgetary recommendations and anticipating future budgetary needs.
- ▶ Develops long-range plans and objectives for the Maintenance Division; conducts a continuing review of activities to address and resolve problem areas and increase efficiency.

- ▶ Participates in a variety of personnel actions including selection, promotion, conflict resolution, performance evaluation, discipline, and dismissal.
- ▶ Reviews activity reports, monitors maintenance activities and inspects work while in progress and upon completion to ensure compliance with policy and standards.
- ▶ Makes written recommendations regarding which projects should be contracted out and which should be performed by City staff; writes bid specifications and negotiates and writes contracts; may review and approve construction plans.
- ▶ Investigates public complaints and requests related to maintenance activities and makes determinations on action to be taken. Responds to and resolves user complaints.
- ▶ Coordinates activities of the division within the Public Works Department and other City departments and outside agencies.
- ▶ Sets work priorities, coordinates and schedules assignments, and establishes goals and objectives. Develops plan for training and cross-training of subordinates.
- ▶ Inspects building and field conditions for safety hazards and maintenance needs and considers findings in the development of work plans.
- ▶ Supervises and participates in field activities during emergency situations.

This position is open due to the internal promotion of the incumbent.

The Ideal Candidate

The City of Pleasant Hill prides itself on being an “employer of choice” in the region. It has a reputation for being a great place to work with a dedicated and intelligent workforce that has very low turnover rates. The ideal candidate for the Maintenance Superintendent position is a proactive and outgoing leader with a strong ability to build relationships, foster accountability, and effectively manage personnel. The ideal candidate will excel at motivating and mentoring staff, and be comfortable working both independently in the field and collaboratively with other departments, districts, and community stakeholders.

The top priorities of the Maintenance Superintendent will be:

- ▶ Command respect of the employees. Build a culture of continuous improvement and accountability.
- ▶ Ensure areas such as fleet management, building maintenance and customer service are areas of focus.
- ▶ Foster collaborative and effective relationships with stakeholders such as the police department, County library contacts and the Park and Recreation District.
- ▶ Be responsive to the Public Works Director and City leadership.

Lastly, the ideal candidate will be someone who enjoys working with an engaged and interactive community and is comfortable working in the field or in the office. This person will be a hands-on manager who is committed to being a vital part of the Public Works Department.

Education and Experience

This position requires any combination of experience, education and/or training that would likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

- ▶ Completion of a bachelor’s degree in construction technology, landscape architecture, engineering, public administration, business administration, or closely related field.
- ▶ Five years of progressively responsible experience in facility management, building maintenance, landscape maintenance, street maintenance, construction or related field, including three years in a supervisory or administrative capacity.
- ▶ Possession of, or ability to obtain, a valid California driver’s license and a satisfactory driving record.



Compensation

The annual salary for the Maintenance Superintendent is **\$136,356- \$181,344** with an anticipated 3.5% COLA increase effective September 1, 2025. Placement in this range is dependent upon qualifications.

The City of Pleasant Hill's City Hall closes at 1:00 p.m. every Friday. The City also offers a competitive benefits program that includes:

- ▶ **Retirement** – The City participates in the California Public Employees' Retirement System (CalPERS) under a 2% @ 60 formula for Classic Members. The City contributes 3% to a 401(a) plan as well as \$225/month to an RRS plan. Voluntary Roth IRA & 457 plans available.
- ▶ **Medical Benefits** – The City offers two choices for coverage—Kaiser or Blue Shield. The City pays 75% of the Kaiser monthly premium at each coverage level. Medical In Lieu up to \$600/month.
- ▶ **Dental & Vision** – City-paid coverage for employee and eligible dependents.
- ▶ **Life Insurance** – City-paid coverage equal to 1x annual salary.
- ▶ **Holidays** – City recognizes 14 paid holidays per year.
- ▶ **Vacation Leave** – Up to 25 days; negotiable based on Management Pay Plan
- ▶ **Sick Leave** – Accrues at the rate of one day per month, with no maximum accrual.
- ▶ **Administrative Leave** – Up to 16 hours of administrative leave each month on a non-cumulative basis.
- ▶ **Section 125 Plan** – Dependent care and out-of-pocket medical costs may be paid on a pre-tax basis.
- ▶ **Telework** – The City offers up to two days of remote work per week.

How to Apply

Please apply **on-line** by 5pm **November 8, 2024** at www.allianceRC.com. For questions, inquiries or candidate recommendations, please contact:

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