GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT

12545 FLORENCE AVE., SANTA FE SPRINGS, CA  90670
HUMAN RESOURCES DEPARTMENT (562) 944-9656
E-MAIL: HR@GLACVCD.ORG

EMPLOYMENT OPPORTUNITY

FACILITIES AND FLEET MAINTENANCE SUPERVISOR
Application Deadline: OPEN UNTIL FILLED *(REPOST)*

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<td>$6,349</td>
<td>$6,706</td>
<td>$7,080</td>
<td>$7,474</td>
<td>$7,891</td>
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*Per month

ABOUT THE DISTRICT
The Greater Los Angeles County Vector Control District (GLACVCD) is a non-enterprise, independent, special district, enabled and empowered to act as a public health agency as a result of legislation incorporated in the California State Health and Safety Code. GLACVCD is one of five mosquito and vector control districts in Los Angeles County. The District serves approximately 6.8 million residents in a 1,338 square mile area, making GLACVCD the largest vector control district in Los Angeles County.

JOB SUMMARY
Under the general direction of the District's General Manager (GM), the Facilities and Fleet Maintenance Supervisor is responsible for planning, directing, organizing, supervising, and coordinating the activities and operations of the Facilities and Maintenance Department. This includes repair of all District vehicles, specialized and spray equipment, and all District facilities, including general building and yards maintenance, procurement, and implementing short and long term goals and objectives for the District. The incumbent plans, coordinates and manages the daily operational work activities of the Maintenance Mechanics (MM), and is expected to assist them in the execution of their duties.

The Facilities and Fleet Maintenance Supervisor occasionally designs and fabricates special equipment for the operational control and scientific-technical programs; maintains a computerized inventory of shop tools, vehicles and spray equipment parts; is responsible for the stocking and release of inventory items; prepares and manages an annual maintenance budget under the direction of the GM and is responsible for ordering and procuring items and reconciling expenses associated with that budget; generates and maintains various reports and forms relative to his/her duties; and coordinates work with outside vendors and contractors for maintenance and automotive services; and performs related work as required.

THE POSITION
The Facilities and Fleet Maintenance Supervisor is a supervisory position responsible for the management and oversight of the Facilities and

BENEFIT OVERVIEW:

Salary: The salary range is based on a 5-step merit system for all classifications. The normal hiring range is commensurate with experience and education. Cost of Living Adjustment (COLA) is determined at the discretion of the General Manager on an annual basis.

Vacation: Two (2) weeks increasing with years of service.

Holidays: 13 fixed holidays per year plus additional 8 hours of floating holiday.

Sick Leave: 96 hours per year.

Retirement: The District participates in the California Public Employees Retirement System (CalPERS); no social security. New members pay 7% contribution towards retirement. PEPRA (2% @ 62).

Medical Plan: The District pays 100% of the premium towards CalPERS insurance plans offered.

Dental Insurance: Covered through Lincoln Dental at the employee’s cost.

Vision Insurance: Covered through Eye Med at the employee’s cost.

Deferred Compensation: Two optional plans available at employee’s cost.
Maintenance Department and department staff. The Facilities and Fleet Maintenance Supervisor takes direction from the GM, but works in close cooperation with department heads throughout the District, and exercises considerable judgment in executing the details associated with the basic functions of the position. The Facilities and Fleet Maintenance Supervisor is directly responsible for the daily work performance and activities of the Maintenance Mechanics.

The Facilities and Fleet Maintenance Supervisor comprises an active component of both the management team and District’s Safety Committee. The Facilities and Fleet Maintenance Supervisor is a State Certified Mosquito Control Technician and is occasionally responsible for the operation (driving) of certain vehicular pesticide application equipment, exercising judgment in evaluating mosquito-producing or vector-causing conditions, and selecting and using appropriate vector control measures. This class works relatively independently and is accountable for vehicle and pesticide application equipment maintenance, repair and safety as well as general building and yard maintenance. The Facilities and Fleet Maintenance Supervisor comprises an active component of the District's supervisory team which collaborates to assist the general Manager in planning, organizing, directing, and evaluating the District's intra-agency programs (i.e. administrative, operational, scientific-technical, public education and information, and maintenance).

EDUCATION and EXPERIENCE:
Any combination of education and/or experience that would likely provide the required knowledge and abilities necessary for satisfactory job performance. An Associate’s degree OR at least 60 units/credits of completed work from an accredited college or university with major course work in business administration, engineering, facilities and fleet management; or specialized technical or on the job training in facilities and fleet management and maintenance service.

Five (5) years of increasingly responsible experience in facilities and fleet maintenance and management, or related field, including three (3) years of administrative and supervisory experience.

SELECTION PROCESS
Applications will be screened in relation to the criteria outlined in the job announcement. Candidates with qualifications and experience that best related to the position will be invited to participate in the selection process. Possession of the minimum qualifications does not ensure continuing in the recruitment process. Reasonable accommodations for applicants with disabilities may be requested by calling the Department of Human Resources at least three (3) business days in advance of the scheduled/examination/interview date.

District appointments are contingent upon successful completion of a post-offer medical examination, including drug screening to comply with our Drug Free Workplace policy, and a Live-Scan fingerprint check through the Department of Justice. The successful candidate will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. The provisions of this announcement do not constitute an expressed or implied contract. Any provision contained in this announcement may be modified or revoked without notice. The Greater Los Angeles County Vector Control District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in its employment actions, policies, procedures, or practices.

CONDITION OF EMPLOYMENT
Possession of a current valid driver license will be required at the time of appointment and must be maintained throughout employment in this class. Must be insurable with the District's insurance carrier. Employees in this

APPLICATION PROCESS:

This recruitment will remain open until this position is filled.

This recruitment may close at any time without notice. An initial screening of applications for further consideration will be conducted September 22, 2017. Incomplete applications or candidates that do not meet the minimum requirements of the position will not be considered further. To be considered, applicants must submit an online application, including a cover letter, which reflects the scope and level of your current/most recent positions and responsibilities at www.glacvcd.org. All applications will be reviewed and only those that demonstrate the best combination of qualifications and experience in relation to the requirements of the position will be invited to participate in the examination process. The examination may consist of a written exam and oral interview. The examination process may be changed as deemed necessary.

To be
position will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver’s license and reflects driving records during the course of employment with GLACVCD. A CURRENT (within 60 days) H-6 PRINTOUT WILL BE REQUIRED UPON FURTHER CONSIDERATION OF EMPLOYMENT. A valid certification by the California Department of Public Health as a Public Health Vector Control Certified Technician must be obtained within one (1) year of employment and maintained throughout employment in this classification. California Code of Regulations, Title 8, Section 5144, Appendix A requires an employee to comply with mandatory Fit Testing Procedures.

HOW TO APPLY:
To be considered, applicants must submit an online application, including a cover letter, which reflects the scope and level of your current/most recent positions and responsibilities at: