



THE COUNTY OF RIVERSIDE
INVITES YOUR INTEREST
IN THE POSITION OF
**DIRECTOR OF
FACILITIES MANAGEMENT**



SALARY RANGE
\$144,309.77 - \$255,041.91
ANNUALLY

THE POSITION



Riverside County is seeking an experienced and visionary leader for the position of Director of Facilities Management (FM). This vital role oversees the management and operations of over 14.5 million square feet of county-owned and leased facilities across 7,200 square miles and also serves as the designated building official for county-owned buildings. The Director is responsible for administering the countywide facilities management program and ensuring compliance with all building code requirements, laws, and statutes. This position is integral to maintaining safe, comfortable, efficiently operated, and aesthetically pleasing environments for both county employees and the general public.

As the Department Head, the position will report to the County Executive Office through the Assistant County Executive Officer for the Internal Services Portfolio. The incumbent will have overall responsibility for the oversight of more than 440 employees and a budget of approximately \$257 million. The Facilities Management Department includes the following divisions: Administration, Custodial, Maintenance, Real Estate, Project Management, Parking, Energy, and Community Centers. Services offered within this Department are broad in scope and vary from physical cleaning and maintenance of facilities to the acquisition and sale of real property and project management for critical structures including animal shelters, medical and behavioral facilities, and detention centers, among others.

The Director must be a leader ready to respond to changes in operational demands within departments and have the ability to successfully leverage and implement industry best practices to achieve desired results. One unique challenge that this position will face is the need to skillfully reduce Internal Service Fund (ISF) costs associated with services provided Countywide, while providing exceptional service delivery.

If you possess strong leadership, extensive knowledge of building code compliance, and a proven track record in managing large-scale projects, we encourage you to join this dedicated team and make a meaningful impact in the community. Apply now to lead efforts in designing, constructing, and maintaining Riverside County's expansive portfolio of facilities, ensuring they meet the highest standards of safety, efficiency, and sustainability.

If you have exceptional financial acumen, a passion for innovation, and a commitment to community service, this is your opportunity to shape the future of facilities management in Riverside County. Apply now to oversee budget planning, develop energy-efficient solutions, and foster public-private partnerships that enhance the quality of life for residents and employees alike. Your leadership can drive the continued success and growth of this essential department.



THE POSITION (CONTINUED)

CHARACTERISTICS OF THE IDEAL CANDIDATE:

- » **Strategic Leadership:** Proven ability to lead and oversee multiple divisions within a large, complex organization.
- » **Building Code Expertise:** In-depth knowledge of building code requirements and experience ensuring compliance with laws and statutes.
- » **Project Management Skills:** Proficient in managing the design, development, and construction of new facilities and tenant improvements.
- » **Real Estate Acumen:** Strong background in property acquisition, disposition, leasing, and public-private partnership (P3) development.
- » **Energy Management Expertise:** Experience promoting and implementing energy-efficient and renewable energy solutions.
- » **Custodial Services Leadership:** Ability to ensure a clean, safe, and sanitary environment across a large portfolio of county facilities.
- » **Maintenance Operations Proficiency:** Skilled in overseeing preventive, predictive, and corrective maintenance activities across a diverse range of facilities.
- » **Crisis Management:** Ability to respond to and manage facility emergencies 24/7, ensuring continuous operations.
- » **Financial Acumen:** Strong understanding of budget planning, rate development, and managing various funding sources, including internal service, general, and special revenue funds.
- » **Administrative Expertise:** Experience in personnel management, procurement, inventory management, and customer service.
- » **Regulatory Compliance:** Knowledge of environmental regulations and the ability to ensure compliance across all operations.
- » **Facility Design and Standards:** Experience ensuring facilities are designed, constructed, operated, and maintained to meet established standards.
- » **Space Planning Proficiency:** Ability to plan and manage space effectively to meet the evolving needs of county departments and agencies.
- » **Innovation Mindset:** Commitment to pursuing innovative technologies and practices to improve efficiency and reduce costs, such as automated parking systems.
- » **Partnership Development:** Ability to foster and maintain public-private partnerships to deliver community programs and services.
- » **Community Engagement:** Strong focus on community service, managing community centers and parks to benefit residents and families.
- » **Customer Service Orientation:** Dedicated to providing responsive and comprehensive services to county departments, partner agencies, and the public.
- » **Sustainability Focus:** Passion for promoting sustainable and energy-efficient solutions within the county's operations.
- » **Attention to Detail:** Ability to oversee the execution of approximately 57,600 maintenance activities annually, ensuring high standards are met.
- » **Visionary Leadership:** Capability to guide the department in alignment with the Board of Supervisors' policies and the county's strategic objectives.

THE DIRECTOR WILL:



- » Plan, coordinate, and direct integrated facilities design, construction, maintenance, and leasing programs to meet County space needs.
- » Direct planning, design and scheduling for construction of new County facilities and alteration of existing structures.
- » Provide broad design guidance to staff and consultants and make key decisions as to selection of major building systems.
- » Direct the planning, organization and implementation of a comprehensive real property management program for the County of Riverside, which includes the leasing, purchase and sale of real property.
- » Through subordinate staff, act as chief County negotiator in major real property leases and acquisitions; oversee and may act to effect compliance with contractual terms of lease agreements and construction projects.
- » Develop and recommend building space standards for Board approval and apply standards to determine County department's needs.
- » Direct the preparation of studies by subordinate staff and by consultants in evaluating and recommending to the Board of Supervisors actions to lease, build, or alter existing facilities; direct the review of new County building plans for compliance with building maintenance and operational needs.
- » Direct a program of custodial and maintenance services for County buildings; develop building and grounds maintenance policies and standards for County-owned and leased facilities.
- » Establish and direct programs of recurring and emergency maintenance or repair through contract and in-house support.
- » Direct the evaluation of long-range equipment and personnel requirements to meet County building maintenance needs.
- » Consult with departmental representatives on major building modification requests and other non-routine or sensitive matters.
- » Direct the selection, orientation, placement, and discipline of personnel in the department; direct the preparation and administration of the facilities management budgets.
- » Comply with applicable local, state, and federal environmental requirements.

MINIMUM QUALIFICATIONS

EDUCATION: Graduation from an accredited college or university with a bachelor's degree, preferably in public or business administration, project management, architecture, engineering, or a closely related field to the assignment. (Additional qualifying experience may substitute for the required education on the basis of one year of full-time experience equaling 30 semester or 45 quarter units of education.)

EXPERIENCE: Five years of professional management experience, with oversight for facilities management activities (e.g., custodial services, project management, real estate and other related functions). This responsibility must have included oversight for budget planning and control. (Possession of a graduate degree from an accredited college or university may substitute for one year of the required full-time experience.)

KNOWLEDGE OF: Building construction and real property leasing, acquisition and sale; the goals and functions of a diversified program of building and property maintenance, operations and custodial service; the principles and practices of administration, with emphasis on organization, personnel management and budgetary planning and control; program planning and evaluation methods; operating with government Internal Service funding models or functioning in a comparable executive capacity within a governmental organization.

ABILITY TO: Plan, organize and direct a comprehensive program of facilities management including lease, acquisition and maintenance; generate and evaluate alternatives, analyze data, reach logical conclusions, formulate recommendations, and institute effective changes; establish and maintain effective working relationships with public officials, subordinates, general public, and staff members of other agencies; speak and write effectively; prepare and present clear and comprehensive reports; design and implement new procedures and evaluation techniques for technical and administrative operations; formulate program policies and identify needs; analyze fiscal and administrative problems and determine appropriate actions; effectively manage a large staff through subordinate supervisors; read and interpret specifications, rules, and regulations; deal tactfully and effectively with others.

COMPENSATION & BENEFITS

The annual salary for the Director of Facilities Management is \$144,309.77 - \$255,041.91 annually. Placement within the salary range will be based on the selected candidate's experience and qualifications.

In addition to a competitive salary, the County offers an excellent benefits package that includes:

- **MEDICAL DENTAL INSURANCE:** A flexible benefit and premium subsidy totaling up to \$1,561 is provided toward the cost of medical and dental benefits. Effective January 2025, the flexible benefit subsidy will increase to \$1,800 for family coverage. Vision coverage is provided at no cost to the employee or eligible dependents.
- **RETIREMENT:** A retirement plan is offered through the California Public Employees' Retirement System (CalPERS) after a five-year vesting period. Benefit at age 62 is 2%* if the highest 36-month period of earnings times years of service. The employee contribution rate is 7.75%, subject to changes based on CalPERS actuarial variations.
 - Note: Reciprocity may exist with other public retirement systems in California, please see CalPERS actuarial valuations.
- **EXECUTIVE VEHICLE ALLOWANCE:** A \$550 monthly Executive Vehicle allowance is provided.
- **DEFERRED COMPENSATION:** Voluntary employee contribution with a choice between two 457 deferred compensation plan options.
 - 401(a) MONEY PURCHASE PLAN: County contribution of \$50 per pay period towards choice between two 401(a) plan providers.
- **ANNUAL LEAVE (Bi-Weekly Accrual):** 1-3 years = 8.92 hours, 4-9 years = 10.46 hours, 10 or more years = 12.00 hours
 - Additional information can be found on the County's Human Resources website page: www.rc-hr.com
 - Maximum Annual Leave accumulation is 1,800 hours. Employee may receive pay in lieu of up to 80 hours per calendar year. Agency/Department Head may approve an additional 80 hours.
- **HOLIDAYS:** Normally 12 paid holidays per year.
- **BEREAVEMENT LEAVE:** 5 days (3 days are County paid; 2 days can be taken through use of accrued leave balances).
- **BASIC LIFE INSURANCE:** \$50,000 of term life coverage. Premiums are paid by the County. Additional Supplemental Life plan is available for employee purchase.
- **LONG-TERM DISABILITY (LTD):** Benefit pays 66.67% of earnings to a maximum of \$10,000 per month; 30-day waiting period; pays to age 65. Benefit can be coordinated with other available leave balances to provide up to 100% of pay.
- **POST RETIREMENT MEDICAL CONTRIBUTION:** A monthly contribution is made by the County towards retiree health insurance offered through the County as governed by the Management Resolution or applicable bargaining unit.



THE COUNTY

Whether it is a stroll through the quaint boutiques of historic downtown Riverside, an afternoon in Temecula's wine country, or a round of golf on a world-class course in Palm Springs, Riverside County has something for everyone. Even the weather is wonderful, with rainy days few and far between. Riverside County is a great place to live, work, and play.

With more than 2.43 million residents, Riverside is the tenth most populous county in the U.S. and the fourth most populous county in California. The County stretches nearly 200 miles across, comprising over 7,200 square miles of fertile river valleys, low deserts, mountains, foothills, and rolling plains. Riverside County covers an expansive, varied geography that encompasses many diverse and rapidly growing communities with a wide range of public service needs.

The County shares borders with Imperial, Orange, San Diego, and San Bernardino Counties, comprising a region extending from the Pacific Ocean to the Colorado River. There are a total of 28 incorporated cities within the County.

Riverside County is conveniently located within a short drive to Southern California's many cultural events, theme parks, and tourist attractions, which make it an excellent alternative to the more costly and congested neighboring counties. The County's housing market continues to be among the most affordable in Southern California.

Additionally, higher education facilities are abound throughout the area, providing continuous educational opportunities for professional development.



THE COUNTY GOVERNMENT

County of Riverside government recognizes the value of a qualified and diverse workforce, making it a priority to build an organization that reflects the vibrant community it serves.

The County's leadership consists of five members of the Board of Supervisors who serve as both the legislative and executive branches of the County government. They are elected by district, on a nonpartisan basis, to four-year staggered terms. There are no term limits. The Board Appointed County Executive Officer oversees the day-to-day activities of the County's agencies and departments.

The County's core business includes law enforcement, prosecution, probation, parks, community development, public works, public health, public social services, the County hospital, fire, housing, and employment and administrative services. County of Riverside has more than 25,458 employees across over 40 departments and agencies. To learn more about the County of Riverside, go to: <https://rivco.org>.



RIVERSIDE COUNTY
BOARD OF SUPERVISORS

ABOUT FACILITIES MANAGEMENT

Mission Statement:

Facilities Management (FM) is committed to providing safe, comfortable, efficiently operated and aesthetically pleasing facilities for all county employees and the general public.

FM is comprised of nine separate divisions that support county departments and agencies occupying approximately 14.5 million square feet of county-owned and leased space. In accordance with Board Policy H-9, Management of Building Space, the Director of Facilities Management is the designated building official for county owned buildings and responsible for administering the countywide facilities management program and ensuring that county facilities are designed, constructed, operated, and maintained to standards established by the Board and in compliance with building code requirements and laws and statutes. The FM portfolio of professional services includes property acquisition, disposition, design and development of new construction, tenant improvements, space planning, energy management, custodial and maintenance services and the management and oversight of community centers, active parks, and the Desert Expo Center (fairgrounds). Funding sources include internal service funds, general funds, and special revenue funds.

Administrative Division: Supporting the overall administrative needs of FM is the Administrative Division, which is responsible for budget planning and analysis, rate development, invoice processing, revenue recovery, project costing, personnel management, procurement, inventory and asset management, space planning and customer service.

Custodial Services Division: The Custodial Services Division (CSD) provides services to 4.3 million square feet of County occupied space and is committed to providing professional, comprehensive, and responsive custodial services to all county customers. The primary goal of Custodial Services is to provide a clean, safe, and sanitary environment for county employees, partner agencies, customers, visitors, and the public. CSD performs general custodial services and specialized cleaning such as window cleaning, carpet cleaning, floor stripping and waxing, and specialized COVID-19 disinfecting. Custodial Division also provides pest control services and a 24/7 Customer Service call center.



ABOUT FACILITIES MANAGEMENT (CONTINUED)

Maintenance Services Division: The Maintenance Services Division (MSD) maintains 8.1 million square feet of county-owned facilities and responds to facility emergencies 24 hours a day, 365 days a year. MSD performs approximately 57,600 preventive, predictive and corrective maintenance activities annually in 358 diverse buildings spanning the county's 7,200 square miles. The division successfully completes approximately 200 non-capital tenant improvement projects annually. The MSD portfolio is diverse, requiring broad regulatory and environmental compliance knowledge and implementation. Facilities Operations Managers oversee small to medium size projects to help expedite project delivery and are liaisons with customer departments.

Real Estate Division: The Real Estate Division (RE) pursues a wide variety of full-service real estate transactions including acquisitions, sales, leases, space and asset management, and public private partnership (P3) development on behalf of the county, its various departments, and partner public agencies. The RE Division oversees a portfolio of approximately 11.3 million square feet of county-owned space and approximately 3.2 million square feet of county leased space and manages over 400 lease agreements which include providing lease management and property management services.

Project Management Office: The Project Management Office (PMO) is responsible for overseeing the design, development, permitting, construction, and inspection of new facilities and tenant improvements to fulfill the needs of county departments in support of their mission. PMO oversees all phases of capital projects, from inception to completion, and ensures that all services are provided within Board of Supervisors approved scope, schedule and budget, and in accordance with Board policies, code requirements, applicable laws and statutes.

Energy Division: The Energy Division is responsible for promoting and delivering smart, cost-effective renewable, sustainable, energy-efficient solutions in utilities such as water, natural gas, and electrical power resources for Riverside County departments.

The Energy Division, utilizes technology, industry innovations, best-practices, energy conservation and opportunity measures, with renewable energy systems to reduce energy costs and usage. The division analyzes, manages, and processes all utility accounts for over 40 county departments. The division also manages over 12.5 megawatts of solar-array, 70 Electrical Vehicle (EV) charging stations and works at developing energy-efficiency projects within the county.

Parking Services Division: The Parking Services Division is responsible for the operation and patrol of county-owned and leased parking structures and surface lots countywide. The Division's goal is to streamline its operations and is in the process of pursuing automated parking systems and methods that would provide greater efficiency and substantially reduce operating cost.

Community & Recreation Centers Division: FM began managing the Fairgrounds in Indio July 2021, and it has successfully hosted special events such as Thrillville, Macklin Markets, and California Careforce. Also, FM manages several community centers including Mead Valley, Moses Schaffer, James Venable, Norton Younglove, Roy Wilson and Lakeland Village centers. Additionally, FM works with private operators to run and manage several active parks and properties including the Cove Waterpark, DropZone Waterpark, Big League Dreams Perris and Big League Dreams Jurupa Valley which are multi-field ballparks. These vibrant community centers and active parks are located throughout the county and provide services and recreational activities that benefit the residents, businesses, and the communities served. Several of these community assets are operated through direct partnership with private sector operators and non-profits. The programming and services provided to the community and residents of this county are delivered through this public/private partnership approach and reflect the active engagement by the county to partner with the community and the private sector to provide quality services, programs, and activities for the benefit of families and residents of Riverside County.

APPLICATION PROCEDURE

The position will remain posted until filled. The initial review of applications will occur on October 14, 2024.

To be considered, please electronically submit your application, including resume via Government Jobs or clicking [here](#). Resumes should reflect related work experience as well as details of years and months of positions held.

For questions regarding this recruitment, please contact: Danilo Lozano at (951) 955-1605 or DaLozano@rivco.org.

Applications will be screened based on criteria outlined in this brochure. Candidates with the most relevant qualifications will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.

