



NORMAN Y. MINETA  
**SAN JOSE**  
INTERNATIONAL  
AIRPORT   
SILICON VALLEY'S AIRPORT

The City of San José Invites Applications for  
**Facilities Maintenance & Assets Manager**

Norman Y. Mineta San José International Airport (SJC)

San José, California

*Executive Search Services Provided by ADK Consulting & Executive Search*



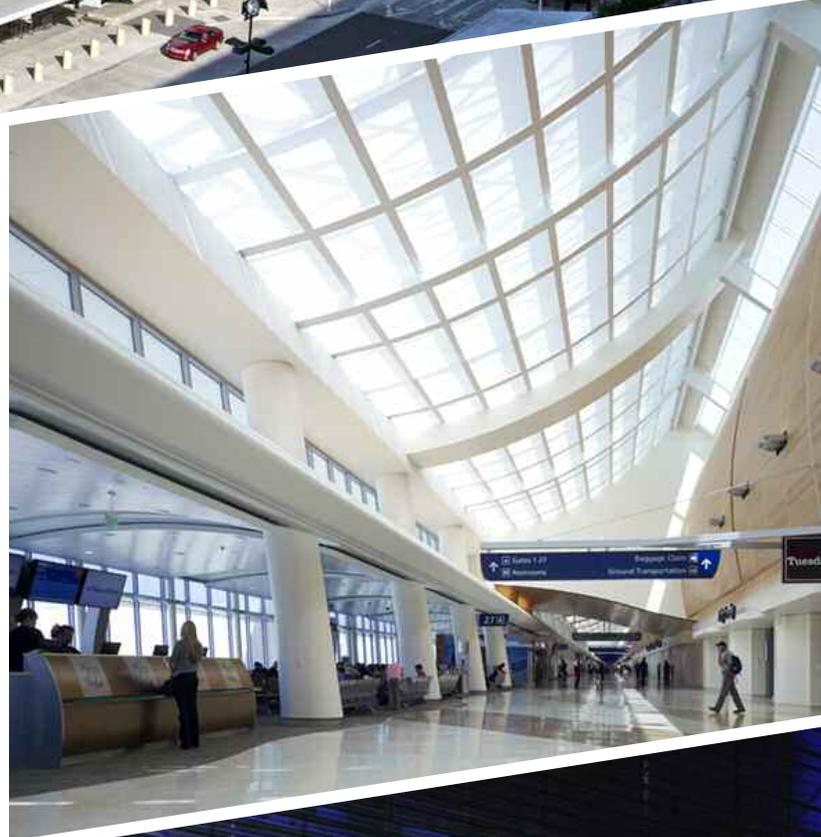
## The Airport

The Airport Department has undergone a Strategic Planning effort that will lead the decision-making process into our future. We are looking for team members who can work toward our Mission Statement to “Connect, Serve and Inspire” and our Vision Statement to “Transform the Way Silicon Valley Travels”. We thrive on collaboration, vigor, and look forward to ever-changing challenges.

The Department is an enterprise operation, which receives no General Fund support from the City. The Airport also has an 11-member Airport Commission, which is appointed by the Mayor and City Council. Members of the Airport Commission serve in an advisory capacity to the City Council and to the Director of Aviation on issues relating to SJC.

Originally established in 1945, SJC has grown to meet the passenger demands over the years, correspondingly with the growth of the Santa Clara Valley and its burgeoning high technology orientation. Continuous expansion projects were the order of the day in the 60’s, 70’s and 80’s. In 1984, the Airport was renamed San José International Airport and began to take on the role of being a focal point for international cargo shipping and commerce.

Major terminal and runway expansion projects took place in the early 90’s, and in 2005 the San José City Council approved plans to bring SJC into the 21st Century to reflect the innovation and technology of Silicon Valley. *(continued...)*





## The Airport *(continued...)*

In 2010, upon completion of a \$1.3 billion comprehensive modernization effort, SJC opened a cutting edge new airport featuring the latest, locally developed technology that provides flexible support for airlines and passengers. SJC is the nation's 36th busiest facility in terms of passengers, with over 15 million people using its services annually. SJC is served by 13 domestic and international airlines, two cargo airlines, and has two main terminals comprising approximately 940,000 square feet and 36 commercial gates. The Aviation Department has 225.5 full-time employees, plus receives support from other City Departments (Police, Fire, Public Works and Information Technology). The Airport's annual operating budget for Fiscal Year 2019-20 is approximately \$211 million. SJC's annual capital program budget for Fiscal Year 2019-20 is \$109 million with a 5-year (2020-24) Capital Improvement Program budgeted at \$350 million.



In addition, SJC estimates serving approximately 7,560,000 enplanements and handling approximately 185,000 aircraft operations in Fiscal Year 2019-20.

The Airport experienced an overall passenger increase of 4.4% in 2015, 10.2% in 2016, 15.6% in 2017 and 14.7% in 2018. The airport continues to trend increases in seat capacity through the end of calendar year 2019. The Airport's unprecedented growth of passenger traffic has led to increased demand for additional aircraft gates. To address this demand, the Airport recently completed building an Interim Facility, providing six (6) additional gates with accompanying hold room space. The Interim Facility is attached to Terminal B by connector bridges to allow passengers to move freely between Terminal B and the Interim Facility. Other significant projects recently completed or currently underway include: refurbishment of ramp pavement to enable flexibility in aircraft boarding and/or parking, rehabilitation of the airfield electrical systems, procurement of zero emission buses to reduce the carbon footprint of the airport, and implementation of the Airport Runway Incursion Mitigation Study to maximize airfield safety and achieve FAA design standards. Upcoming projects include: construction of a parking garage, replacement of the Aircraft Rescue and Fire Fighting (ARFF) facility, network and parking revenue control equipment replacement.





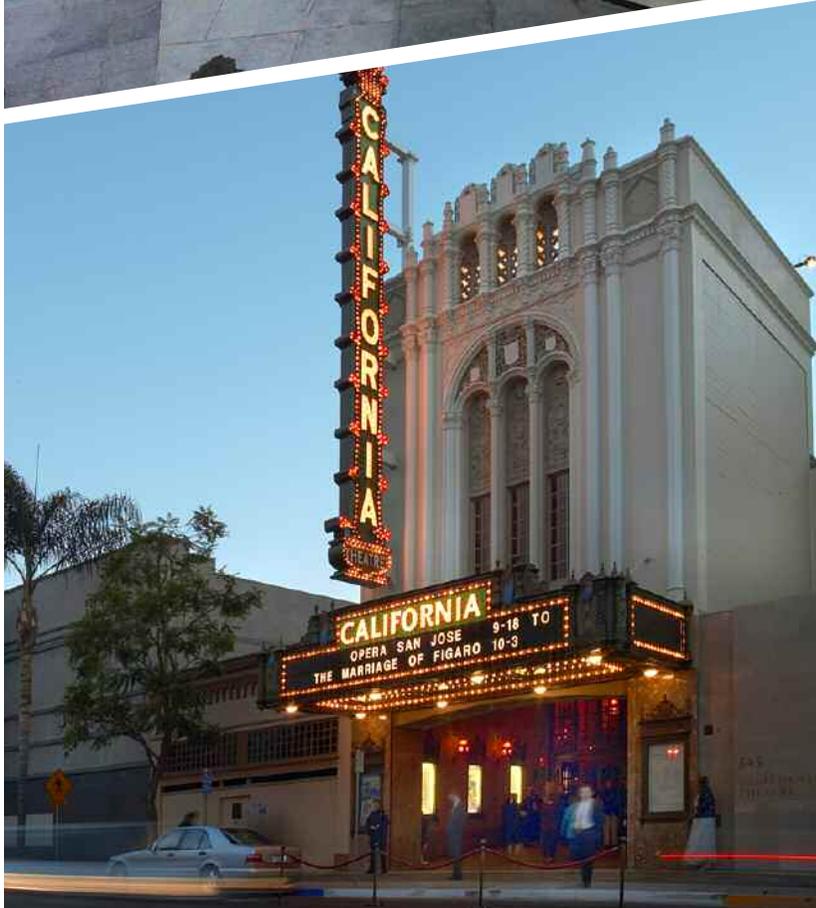
# The Community

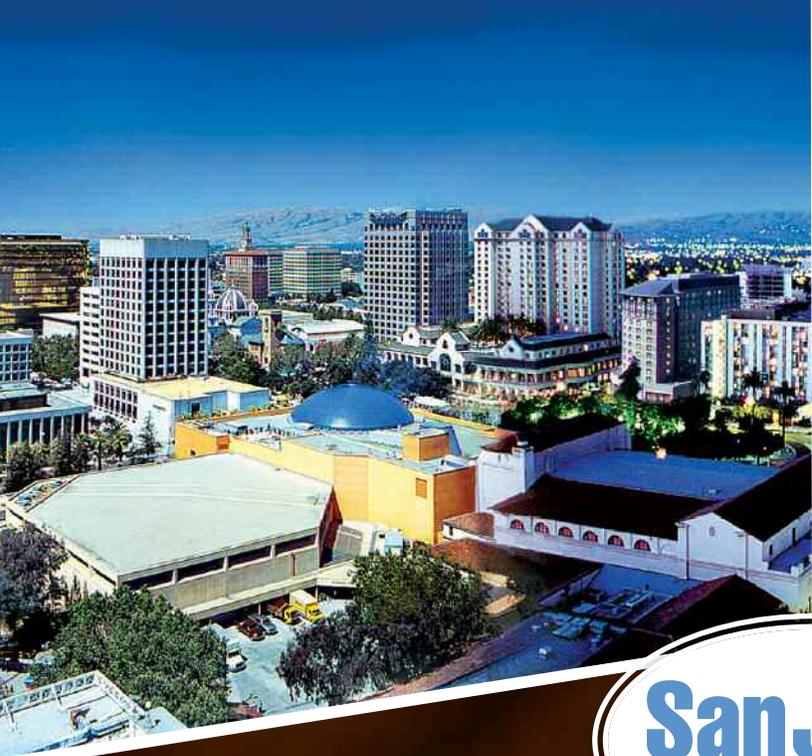
Known as the “Capital of the Silicon Valley,” San José is the world’s leading center of innovation. With more than one million residents, San José is the third largest city in California, and the 10th largest city in the nation. Encompassing 178 square miles at the southern tip of the San Francisco Bay, San José is Northern California’s largest city and one of the most diverse large cities in the United States.

San José’s quality of life is unsurpassed. Located 50 miles south of San Francisco and 30 miles east of Pacific Coast beaches, San José is surrounded by the Diablo and Santa Cruz mountain ranges and enjoys an average of 300 days of sunshine a year. Residents have easy access to the beaches along the California coast including Santa Cruz, Monterey, and Carmel; Yosemite and Lake Tahoe in the Sierra Nevada; local and Napa Valley wine country, and the rich cultural and recreational life of the entire Bay region.

San José has received accolades for its vibrant quality of life from publications including Business Week and Money magazines as well as other national media. The downtown area is home to high-rise residential projects, renovated theaters, and diverse cultural attractions such as opera, symphony, live theater, nightclubs, and restaurants. Inquiring minds are served at the Tech Museum of Innovation, the San José Museum of Art, and many local galleries and museums.

Nineteen public school districts and over 300 private and parochial schools provide residents with a range of educational choices. Innovative programs in local school districts include a nationally acclaimed performing arts magnet, as well as concentrations in aerospace, international studies, math and science, radio and television, and more. Universities in and near the city include San José State University, Santa Clara University, Stanford University, and three University of California campuses.





## The Community *(continued)*

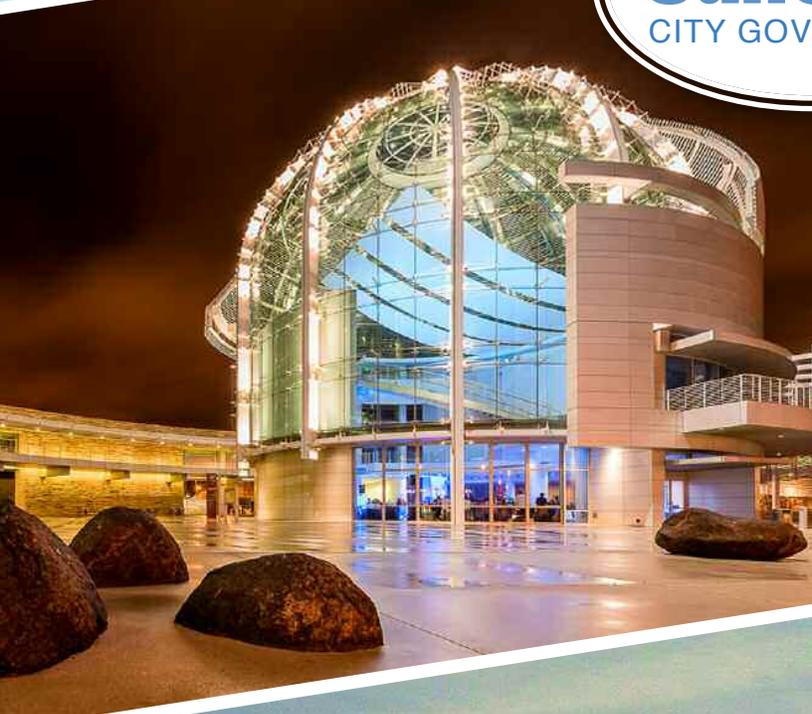
Although it was once an agrarian community, San José’s transformation into a global innovation center now includes largest concentration of technology expertise in the world. The San José area today is powered by one of the most highly educated and productive populations in America. More than 40 percent of the workforce has a bachelor’s degree or higher, compared with 25 percent nationally. San José residents include speakers of more than 50 different languages, and 40 percent are foreign born, contributing to the economic and cultural vitality of the region.



San José is proud of its quality of life and of the rich cultural diversity evident in its population, its work-force, and its many neighborhoods, and SJC has an essential role in connecting residents and businesses to the nation and the world.

### City Government

The City of San José is a full-service Charter City and operates under a Council-Manager form of government. Ten full-time Council Members are elected by district on a non-partisan basis and serve overlapping four-year terms with a two-term limit. The Mayor is also a member of the City Council but is independently elected at-large and serves up to two four-year terms. Department heads, including the Aviation Director, are appointed by the City Manager with confirmation by the City Council. San José also actively engages its residents through Council-appointed boards and commissions and a commitment to transparency and outreach.



In addition to providing a full range of municipal services along with the Airport, San José operates a municipal water system, a regional wastewater treatment facility, some 200 neighborhood and regional parks, three municipal golf courses, and an award-winning library system with 24 branches. The City also oversees convention, cultural event, and hospitality facilities that include the San José McEnery Convention Center, Center for the Performing Arts, California Theater, Mexican Heritage Plaza, Dolce Hayes Mansion and Conference Center, and the SAP Center San José – home of the National Hockey League’s San José Sharks.



City operations are supported by 6,413 positions and a total budget of \$3.7 billion for the 2018-2019 fiscal year. San José is dedicated to maintaining the highest fiscal integrity and earning high credit ratings to ensure the consistent delivery of quality services to the community. Extensive information regarding San José can be found on the City’s website at [www.sanjoseca.gov](http://www.sanjoseca.gov).

## The Position

The Airport is proud to offer an exciting and unique opportunity for a **Facilities Maintenance and Assets Manager** who brings positive energy and is motivated to shape the future of the Airport. The Airport team is passionate about all our Airport offers to the Silicon Valley and is seeking a professional who will share this passion. This great work environment makes this an ideal opportunity for a highly motivated and results-oriented individual who would like to join our Airport team to work hard toward our strategic vision.

The Facilities Maintenance and Assets Manager is a job opportunity for a dynamic individual with a proven track record in facilities management within a campus environment, who enjoys and excels at leading, communicating and interacting with diverse staff while providing sophisticated building management administration skills. This position is in the Facilities and Engineering Division of the Airport Department for the City of San Jose that is responsible for 24x7 coverage to meet the business needs of our business partners. The Facilities and Engineering Division has 96 full time positions with annual budget of approximately \$30 million and is responsible for the maintenance of the Airport's 1000-acre campus, with two main terminals comprising of approximately one million square feet.

Under the direction of the Facilities and Engineering Deputy Director, the Facilities Maintenance and Assets Manager position is responsible for performing work of considerable difficulty including planning, organizing, and directing the Airport's comprehensive building, airfield, and grounds management programs. This position is key in providing oversight on the day-to-day operations, management of Computerized Maintenance Management System (CMMS), and management of resources including staff and required materials. This position will supervise facility managers, trade professionals, and maintenance staff.

## The Ideal Candidate:

The ideal candidate shall have experience in enhancing a service oriented work environment while planning, organizing, directing, and evaluating the performance of assigned team members; establishing performance requirements and personal development targets; and providing coaching to enhance performance and continuous development of the assigned team. Candidates should have a proven track record of building strong, collaborative relationships with stakeholders of all kinds, including residents, businesses, elected officials, bargaining units and other professional staff. *(continued...)*





## The Ideal Candidate: *(continued...)*

Candidates should also be comfortable working in a fast-paced environment and have the capacity to drive forward with high priority initiatives while managing daily workload.

For more information about the job, [click here](#).

## Experience & Education:

1. Education: Equivalent of a Baccalaureate Degree from an accredited college or university.
2. Experience: Seven (7) years management or supervisory experience in a facilities and engineering environment.
3. Licenses/Certificates: Possession of a valid California driver's license may be required.
4. Employment Eligibility: Federal law requires all employees to provide verification of their eligibility to work in this country. Please be informed that the City of San Jose will NOT sponsor, represent or sign any documents related to visa applications/transfers for H1-B or any other type of visa which requires an employer application. Candidates are required to satisfactorily complete and pass a fingerprint based Criminal History Records Check prior to being considered for a position in this class at the Airport. This Airport position requires a background check and a Transportation Security Administration (TSA) check. The candidate must be fingerprinted and qualify under all applicable TSA and Airport regulations

## Compensation & Benefits

The approved salary range for this position is \$113,872 - \$142,777. The actual salary shall be determined by the final candidate's qualifications and experience. In addition to the starting salary, employees in this classification shall also receive an approximate five percent (5%) on-going non-pensionable pay bonus.

For more information on employee benefits, visit the [City's benefits website](#).



## How to Apply:

To apply online, please [click here](#).

### Deadline for applications:

**Monday, May 11, 2020**

Project manager: **Rod Dinger, AAE**

[Rod@adkexecutivesearch.com](mailto:Rod@adkexecutivesearch.com)

**Please note:** after your application is complete, you will receive an important email from us. Please check your inbox and your junk/spam folder, and if you have not received our email, please notify us at: [admin@adkexecutivesearch.com](mailto:admin@adkexecutivesearch.com)