

Facilities Superintendent

Internal / External

Salary: \$95,328 - \$133,464 annually
(Plus Excellent Benefits)

Posting Date: April 6, 2017 (Thu)
Filing Deadline: April 26, 2017 (Wed)

SUPPLEMENTAL QUESTIONNAIRE AND OFFICIAL DMV PRINTOUT ARE REQUIRED AT THE TIME OF APPLICATION

BRIEF DESCRIPTION

The purpose of this position is to manage and coordinate all facilities/building maintenance activities and personnel in the diagnosis, installation, repair, maintenance of all District properties and facilities. This is accomplished by interacting with internal and external contacts, assisting in the development or revision of department policies and procedures, monitoring the department budget, and maintaining an inventory of repair parts and equipment. Other duties include assigning personnel to provide emergency service, maintaining current knowledge of laws and regulations regarding maintenance operations.

ESSENTIAL FUNCTIONS

Provides departmental oversight by coordinating work activities and ensuring coverage for each shift, enforcing departmental policies and procedures, establishing and maintaining goals and objectives, assigning scheduled and unscheduled maintenance, coordinating subordinate work assignments, conducting assessments through periodic observation, evaluating new equipment and repair techniques, and procuring parts and materials as required. Supports engineering and construction projects by maintaining internal and external contacts with city, county, state, federal, inspecting and certifying agencies to ensure completed work conformance to technical specifications and regulations. Reviewing design submittals, identifying problems and recommending solutions during construction projects, and supporting special construction/facilities maintenance projects as assigned. Working with different agencies regarding permit certifications and licenses, identifying unsafe and hazardous conditions, performing a variety of technical duties and inspections, and recording and analyzing data. Review, develop and implement course of action for ensuring annual rebuilds are performed on all District equipment and buildings, developing and implementing upgrades to the system, monitoring preventative and remedial maintenance, developing contingency plans for emergencies, and monitoring capital budget for equipment purchases. Supervises staff, vendors and PBID contracts by establishing and monitoring program and project objectives, developing and implementing processes and procedures, reviewing performance, completing required documentation, implementing and monitoring training, coordinating efforts with internal departments, administering required programs, compiling and reporting data. Supervising the hiring process, developing team goals and objectives, and implementing team building processes. Tracks and reports information by reviewing and/or analyzing daily work flow, daily facilities work orders, the monthly budget report, and employee attendance. Gathering and assimilating data for facilities. Addresses labor relations issues by developing department policies for all maintenance personnel, hearing grievance responses, reviewing charge forms and determining the appropriate corrective action, attending labor management and safety committee meetings, and representing the department's interest in collective bargaining. Oversees budget development and balances by working with the Director of Construction to create the annual department budget, reviewing monthly budget reports to ensure budget adherence and taking corrective actions when required, reviewing monthly budgets with supervisory staff, and look for cost effective way to maintain District property, assets and work. Develop, recommend and administer the facilities capital improvement project budget. Manage the District's facilities on-call program by the taking calls from District staff/vendors related to urgent/emergent situations that occur during off hours/off-shift. Determine appropriate course of action and assign response/work as needed.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree or equivalent from an accredited college or university in Construction Management, Facilities Management, building inspection/code enforcement or related field. Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.

Experience: A minimum of five (5) years of experience in facilities management, with three (3) years of experience in a maintenance environment and two (2) years of supervisory experience.

Special Requirements, Licenses and/or Certifications: Must possess a valid Class C Driver's License at time of application and have a satisfactory driving record as defined by Regional Transit.

Candidates must submit a current official DMV printout, dated April 6, 2017, or thereafter, at time of application in order to be considered. Only official DMV printouts issued by the Department of Motor Vehicles are acceptable. Online DMV printouts will not be accepted.

Proof of required education beyond high school, such as college transcripts, diplomas, licenses and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.

FILING

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application, supplemental questionnaire and proof of education, as outlined above, are required for this position. Applications, supplemental questionnaires, and job announcements are available at Human Resources, 2810 O Street, Sacramento, CA 95816, or through our website at www.sacrt.com.

Completed employment application, supplemental questionnaire, official DMV printout, and proof of education, as outlined above, must be submitted to the Human Resources Department not later than Wednesday, April 26, 2017 at 5:00 p.m. RT does not accept e-mail applications, on-line applications, or late applications regardless of postmark. RT will not process incomplete applications. **Resumes are not accepted in lieu of an application, but may be included with the application.** For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

RT is an Equal Opportunity Employer. EOE – Minorities/Women/Disabled/Veterans.

(Supplemental Questionnaire on Reverse Side)

Regional Transit Job Announcement

www.sacrt.com

2810 O Street, Sacramento CA 95816 (916) 556-0298

Sacramento Regional Transit District Supplemental Questionnaire

Facilities Superintendent

Final Filing Date: Wednesday, April 26, 2017

The purpose of this Supplemental Questionnaire is to obtain additional job-related information to identify the most qualified applicants to continue in the selection process. Completion of this material is required and your responses must be submitted with your employment application by 5:00 p.m. on the final filing date. **Candidates who do not complete this Supplemental Questionnaire will be eliminated from further consideration.**

Please answer the following questions. Attach answers on a separate sheet of paper and number each item accordingly.

1. Describe, in detail, your experience overseeing the day-to-day repair and maintenance of facilities/buildings, property and equipment. In your response include the employer and number of years/months you performed the function.
2. Describe, in detail, your experience in the development, implementation and oversight of a preventive maintenance program. In your response, include the employer and number of years/months you performed the function.
3. Please describe your experience administering collective bargaining unit contracts and managing a union shop. In your response, include the employer and number of years/months you performed the function.
4. Describe, in detail, your experience supervising and directing staff, including details on the oversight you provided. In your response, include the employer and number of years/months you performed the function.