



SAN JOAQUIN REGIONAL TRANSIT DISTRICT
invites applications for the position of:

Facilities Supervisor

SALARY: \$33.74 - \$45.83 Hourly
\$70,183.00 - \$95,320.00 Annually

DEPARTMENT: Facilities

OPENING DATE: 02/03/22

JOB SUMMARY:

Under general direction, plans, organizes, and supervises the repair, maintenance, cleaning, and servicing of all San Joaquin Regional Transit District (RTD) buildings and facilities, including landscaped areas, at multiple locations; assist in administering and monitoring hazardous waste storage and disposal procedures; assist in the development and implementation of the comprehensive plan for the maintenance of facilities and equipment; and performs related duties as assigned.

Facilities Supervisor is responsible for supervising, monitoring, and providing instruction and training to a group of technicians engaged in maintaining and repairing buildings, facilities, and operating equipment. The incumbent plans and organizes maintenance projects, estimates time and materials for work orders, inspects completed work, coordinates the completion of repairs and other services by outside vendors, and maintains detailed records on projects and work orders.



ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

1. Plans, organizes, and evaluates the work of assigned staff; participates in developing and implementing plans, processes, procedures, and policies applicable to assigned operations; coordinates with other supervisors to address and resolve operational problems and issues to meet performance standards and achieve enhanced efficiency and cost effectiveness; monitors operations to identify problems and issues requiring department study and resolution.
2. In accordance with RTD's human resources policies, procedures, and labor contract provisions, plans and evaluates the performance of staff; establishes performance requirements and personal development targets; monitors performance and provides coaching and counseling for performance improvement and development; provides or recommends compensation or other rewards to recognize performance; subject to senior management concurrence, takes disciplinary action to address attendance or performance deficiencies.
3. Provides leadership and works with staff to develop and retain highly competent, customer service-oriented staff through selection, training, and day-to-day management practices that supports RTD's mission, vision, strategic goals, initiatives, and core values.
4. Leads and participates in ensuring staff conformance with RTD rules, regulations, and labor

contracts and agreements; oversees or participates in the resolution of staff or employee concerns and grievances.

5. Supervises and monitors the activities and work of facility maintenance, porter, landscape and maintenance in accordance with RTD standards for appearance, quality and cost-effectiveness; assists in the formulation and administration of a comprehensive facilities development and maintenance program; participates in the development and implementation of policies, work standards, and procedures; supervises and monitors the development and implementation of preventative and predictive maintenance programs applicable to areas of responsibility; oversees prioritizing of pending maintenance and repair requests; ensures compliance of work to pertinent codes, regulations, and guidelines.

6. Prepares a variety of special and recurring studies and reports; provides recommendations to improve the maintenance, repair, functionality, and appearance of buildings, facilities, and grounds; recommends standards for colors, carpeting, furniture, and fixtures for buildings and facilities; coordinates activities with other departments.

7. Participates in developing and administering contracts for the alteration or improvement of RTD buildings and facilities; assists in preparing bids, specifications, and cost estimates; participates in monitoring and evaluating the work of contractors and vendors to ensure conformance to contract requirements, specifications, and standards; reviews and approves contractor invoices for payment.

8. Plans, organizes, and supervises the day-to-day work of technicians engaged in performing facilities and equipment maintenance and repair work orders; estimates time, material, and equipment costs; monitors work in progress and conducts inspections of completed work to ensure full compliance with RTD standards and all applicable state and federal safety requirements; coordinates and follows up on repair services performed by outside vendors, including warranty repairs; opens, closes, and reviews work requests; makes recommendations for the replacement or upgrade of equipment.

9. Supervises the work of facilities staff; verifies scheduled assignments; supervises or administers overtime; monitors timekeeping and attendance and acts on requests for time off; monitors and evaluates employee performance; coordinates and carries out training for new staff and refresher training for existing staff; provides day-to-day training and guidance on safe work practices and the storage, use, and disposal of hazardous materials in conformance with RTD environmental policies and standards.

10. Participates in the ordering of materials, equipment, tools, and supplies; prepares requisitions and obtains quotes and bids; oversees the maintenance of warranty records and tracks the completion of warranty repair claims.

11. Administers or assists in administering programs for the proper storage and disposal of hazardous materials and waste for the department in conformance with all applicable state and federal requirements; ensures adherence to RTD safety policies and procedures; monitors to ensure safe work practices are being followed.

12. Researches and resolves or recommends the resolution of customer complaints; may directly respond to customer complaints or inquiries, by telephone and in writing, with sensitivity to the public relations aspects of the situation.

13. Remains on-call twenty-four hours a day, seven days a week to respond to unexplained alarms and building, environmental, employee safety emergencies, and issues in accordance with the RTD Business Continuity Plan and Safety Management System Plan.

14. Participates in the recommendation for a short and long-term space plan for RTD buildings and facilities.

15. Participates in the monitoring of developments and trends related to facilities maintenance and repair; assists in research and evaluations of opportunities for improving efficiency, reliability and cost; participates in the recommendation of program, policy, and procedure improvements and the upgrade or replacement of equipment.

16. Participates in developing and maintaining a physical inventory of equipment, furniture, and other fixtures.

17. Prepares a variety of periodic and special reports.

18. May act for the Facilities Superintendent in that individual's absence.

19. Performs other incidental and related duties as required and assigned.

QUALIFICATIONS:

Knowledge of:

1. Understanding and application of project management principles.
2. Methods, practices, and materials used in the building maintenance and construction industry.
3. Standard practices, methods, and techniques used building systems engineering, and commercial building construction and repair.
4. Principles, practices, and methods of contracting, contract administration, and public agency purchasing.
5. Administrative principles and methods including goal setting, and program development and implementation.
6. Principles and practices of budget preparation and administration.
7. Understanding and application of building and environmental codes, regulations, and guidelines.
8. Understanding of the operation and maintenance of a wide variety of equipment, hand, shop, and power tools used at RTD.
9. Safety regulations, safe work practices, and safety equipment related to the work.
10. Building, regulations, and guidelines pertaining to the work.
11. Time and cost estimating techniques applicable to the work.
12. Local, state and federal laws, regulations, and standards applicable to the storage and disposal of hazardous materials and waste.
13. RTD employee safety and environmental policies and standards.
14. Operation and maintenance of a wide variety of equipment, hand, shop, and power tools used in the work.
15. Uses of specialized software applicable to the management and evaluation of facilities maintenance operations and standard business software.
16. Principles and practices of sound business communication.
17. Microsoft Office Suite, including Word, Excel, and PowerPoint.
18. English usage, spelling, grammar and punctuation.
19. Principles and practices of effective management and supervision.
20. RTD human resources policies and procedures and labor contract provisions.

Ability to:

1. Plan, organize, supervise, coordinate, and evaluate assigned areas of RTD's building, facilities, and operating equipment maintenance and repair operations.
2. Administer principles, practices, methods, and techniques in developing or administering predictive and preventive maintenance programs applicable to assigned responsibilities.
3. Develop and implement goals, objectives, work programs, policies, procedures, work and performance standards, and management controls.
4. Understand, interpret, explain, and apply local, state, and federal laws and regulations governing the maintenance, repair, and alternation of buildings and facilities.
5. Analyze operational and administrative problems, evaluate alternatives, and make sound decisions on effective courses of action.
6. Prepare clear, concise, and comprehensive correspondence, reports, studies, and other written materials.
7. Communicate effectively orally and in writing.
8. Exercise sound, expert independent judgment within general policy guidelines.
9. Exercise tact, discretion, and diplomacy in dealing with sensitive, complex, and confidential personnel issues and employee situations.
10. Establish and maintain effective working relationships with all levels of RTD management, Board of Directors, staff, employee organizations and their representatives, other governmental officials, community groups, contractors, vendors, and the public.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is:

Graduation from an accredited four-year college or university with major coursework in public or business administration; and six years of progressively responsible facilities maintenance and repair experience; or an equivalent combination of training and experience. One (1) additional year of the required experience may be substituted for each year (30 semester hours) of the required education.

Proof of required education beyond high school, such as college transcripts, diplomas, and/or certificates may be required at time of employment.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license.

Experience in a public transit agency or governmental setting is preferred.

WORK ENVIRONMENT

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, an employee is regularly required to sit, talk and hear, in person and by telephone, use hands repetitively to operate standard office equipment, and reach with hands and arms. The employee is frequently required to stand and walk and occasionally required to stoop, kneel, and bend. An employee may frequently be required to lift and/or move up to 25 pounds and occasionally lift up to 100 pounds with assistance.

Specific vision abilities required by this class include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information, and documents; analyze and solve complex problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with all levels of RTD management, staff, representatives of employee organizations, other governmental officials, contractors, vendors, and the public.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. While performing the duties of this class, the employee works under typical office conditions and the noise level is occasionally loud. The employee frequently works in outside weather conditions, near moving equipment, mechanical parts, buses and non-revenue vehicles, or vibration, on uneven slippery surfaces and/or is exposed to wet and/or humid conditions, and regularly works in shop facilities, where noise levels are moderately noisy and there is exposure to toxic fumes and caustic chemicals.

EMPLOYMENT PROCESS:

Applicants must complete and submit an official application form. The standards as stated on the front of the job announcement represent only the minimum required to fill an application. Resumes will be accepted but may not be substituted for the required application form. Meeting the listed standards does not guarantee that a candidate will be invited for an interview as the Human Resources Department reserves the right to limit the number of candidates to the most qualified for the vacancy. The selection process for this position may include a written assessment. All statements made on the application are subject to verification and investigation. False statements will be cause for disqualification, removal from the eligible list or termination of employment.

Employment is conditional upon successfully passing all pre-employment screens. Substance abuse tests paid by the Transit District are required of each prospective employee. Candidates

are cautioned that offers of employment are conditional and subject to the satisfactory completion of DOT physical examination (for safety sensitive positions), substance abuse drug and alcohol tests, reference checks, and a background investigation.

San Joaquin Regional Transit District is an Equal Opportunity/Affirmative Action employer.

BENEFITS:

The District offers a competitive employee benefit program that includes:

INSURANCE: RTD provides comprehensive health and dental insurance package for all full-time employees and their dependents. RTD also provides \$20,000 life insurance for all full-time employees.

SICK LEAVE: Twelve (12) days per year for all full-time employees.

VACATION: Two (2) weeks to six (6) weeks depending on length of service for full-time employees.

RETIREMENT: RTD participates in a 401(a) retirement plan in which RTD provides a generous match.

The provisions of this bulletin are subject to change without notice and do not constitute an express or implied contract.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://sanjoaquinrtd.com/>

421 E. Weber Avenue
Stockton, CA 95202
(209) 943-1111
