



Sacramento Regional Transit District

Facilities Supervisor

SALARY	\$7,403.00 - \$10,416.76 Monthly	LOCATION	Sacramento, CA
JOB TYPE	Full Time	JOB NUMBER	2024-00145IE
DEPARTMENT	Facilities Maintenance	OPENING DATE	10/31/2023
CLOSING DATE	11/20/2023 11:59 PM Pacific	RECRUITMENT TYPE	Internal/External

Description

The purpose of this position is to supervise employees, resolve problems, coordinate and oversee repair and maintain district property and equipment, administer work units, record and analyze data, oversee the Compressed Natural Gas fueling plant operations, maintenance and repairs, and administer telephone cabling systems. This is accomplished by receiving written requests from internal customers for facilities services, prioritizing and scheduling these requests, requisitioning and purchasing supplies and materials, authorizing, coordinating, and scheduling work with vendors and contractors, performing supervisory duties, and maintaining employee records. Other duties include overseeing district property maintenance, including plumbing, lighting, equipment repair, procuring and managing vendor contracts, managing related projects.

Examples of Duties

- Oversees field operations by investigating and responding to customer requests and complaints, identifying unsafe and hazardous conditions, conducting general inspection of various District facilities to ensure federal, state, and local code compliance. Relocating equipment, staffing, and materials, managing contractor crews, overseeing the Compressed Natural Gas fueling plant operations, maintenance and repairs and completing administrative duties such as providing staff oversight, planning, prioritizing, assigning, supervising, and reviewing the work of subordinates, working with employees to correct deficiencies, preparing performance evaluations.
- Maintains facilities by planning and scheduling daily work duties, reviewing plans and specifications for maintenance requirements, coordinating with contractors and other District departments to accomplish work tasks.
- Oversight of projects and a variety of special programs by reviewing project scopes and conceptual designs, coordinating projects in conjunction with outside agencies for inspection and approvals, providing project updates to District staff, overseeing the work of contractors, verify conformance to specifications and regulations, opening and/or closing work orders, contacting customers upon project completion. 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.
- Records and analyzes data by maintaining work records, accomplishing a wide variety of technical duties, performing preventative maintenance, creating work orders and purchase requisitions, inspecting and maintaining work unit

documentation, reviewing subordinate reports, administering remedial and preventive maintenance modules, and reviewing and approving facility and project plans and specifications.

- Provides oversight by coordinating work activities and coverage for the assigned shift and assigning overtime as required, enforcing departmental policies and procedures, monitoring and recording employee attendance, establishing and maintaining specific work goals and objectives, assigning scheduled and unscheduled maintenance, overseeing vacation and floating holiday selection, addressing any labor-relations issues, completing probationary or promotional employee evaluations, coordinating work assignments for employees as appropriate by classification, developing and implementing a variety of training programs, maintaining and scheduling recertification programs, ensuring training records are correct, conducting assessments through periodic observation, and evaluating new equipment and repair techniques.

Minimum Qualifications

A combination of education and/or experience that provides the required knowledge, skills and abilities to perform the essential functions of the position. SacRT reserves the right to determine the equivalences of education and experience.

Education: Two (2) year Associate's degree, diploma or equivalent from an accredited college, technical, business, vocational, or correspondence school in Construction or Facilities Management, building inspection/code enforcement or a related field.

Experience: A minimum of three (3) years of experience in facilities maintenance and practices. One (1) year of lead or supervisory experience is preferred.

Certification & Other Requirements: Possession of a valid driver's license is required.

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

Filing Instructions/Supplemental Information

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 is required for this position. Applications, job announcements, and copies of the complete job description are available at our website at www.sacrt.com.

Completed employment application and proof of education, as outlined above, must be submitted online no later than Monday, November 20, 2023, at 11:59 p.m. SacRT 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.

SacRT has a stand alone pension plan which is not part of, nor does it have reciprocity with CalPERS.

SacRT is an Equal Opportunity EOE Employer - Minorities/Women/Disabled/Veterans.

This position falls under the AFSCME, Local 146 Collective Bargaining Agreement.

Agency

Sacramento Regional Transit District

Address

1400 29th Street

Sacramento, California, 95816

Phone

9165560298

Website

<http://www.sacrt.com/>

Facilities Supervisor Supplemental Questionnaire***QUESTION 1**

Describe your experience supervising mechanics that troubleshoot, repairing and maintain electro-mechanical systems (and describe what the system(s) are). In your response, include the employer and number of years/months you performed the function.

***QUESTION 2**

Describe your experience supervising or acting as a lead over other staff, including details on the oversight you provided and the number of employees you were responsible for. In your response, include the employer and number of years/months you performed the function, and any experience supervising union employees.

***QUESTION 3**

Describe your experience overseeing a preventive maintenance program and maintaining records related to equipment inspections. In your response, include the employer and number of years/months you performed the function.

***QUESTION 4**

Describe your experience managing contracts/vendor relations. Please include how you measure their performance and manage the business relationship. In your response, include the employer and number of years/months you performed the function.

* Required Question