



## Sacramento Regional Transit District

# Facilities Maintenance Superintendent

<b>SALARY</b>	\$114,948.00 - \$160,980.00 Annually	<b>LOCATION</b>	Sacramento, CA
<b>JOB TYPE</b>	Full Time	<b>JOB NUMBER</b>	2024-00282
<b>DEPARTMENT</b>	Facilities Maintenance	<b>OPENING DATE</b>	04/16/2024
<b>RECRUITMENT TYPE</b>	Internal/External		

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### Description

**THIS POSITION WILL REMAIN OPEN UNTIL FILLED. APPLICATIONS ARE REVIEWED AS RECEIVED, AND INTERVIEWS WILL BE SCHEDULED FOR MOST QUALIFIED CANDIDATES, AS APPLICATIONS ARE REVIEWED.**

The purpose of this position is to manage and coordinate facilities/building maintenance activities and personnel in the diagnosis, installation, repair, maintenance and 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, codes and regulations regarding maintenance operations.

### Examples of Duties

Supervises employees 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, establishing a quality assurance programs, 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.

Oversees district buildings to ensure that they are operating in an efficient and safe manner. Promptly addresses safety issues. Tracks and maintains data relevant to all SacRT buildings. Takes items to the CPC for funding. Establishes programs to ensure equity in work assignments.

Supervises staff, vendors, facility and PBID contracts by establishing and monitoring program and project objectives, developing and implementing processes and procedures, reviewing performance, completing required documentation, establishing training for staff, 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 workflow, daily facilities work orders, the monthly budget report, and employee attendance. Gathering and assimilating data for facilities.

Addresses labor relations issues by following department policies for facilities 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.

Manages department budget, reviewing monthly budget reports to ensure budget adherence and taking corrective actions when required, reviewing monthly budgets with supervisory staff, and looks for cost effective way to maintain District property, assets and work. Recommends and administers the facilities capital improvement project budget.

Manages 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. Determines appropriate course of action and assigns response/work as needed.

Performs related duties as assigned.

## **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:** Associate degree, diploma or equivalent from an accredited college, technical, business, vocational, or correspondence school in the Construction or Facilities Management, building inspection/code enforcement or related field.

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

**Certification & Other Requirements:** Possession of a valid driver's license is required with the ability to obtain and maintain a valid California Class C driver's license.

**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 and proof of education are required for this position. Applications, job announcements, and copies of the complete job description are available at our website at [www.sacrt.com](http://www.sacrt.com).

**Completed employment application and proof of education, as outlined above, must be submitted online. This position will remain open until filled. Applications are reviewed as received, and interviews will be scheduled for most qualified candidates. 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 Management and Confidential Employee Group (MCEG).**

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**Agency**

Sacramento Regional Transit District

**Address**

1400 29th Street

Sacramento, California, 95816

**Phone**

9165560298

**Website**

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

## **Facilities Maintenance Superintendent Supplemental Questionnaire**

### **\*QUESTION 1**

**Describe, in detail, your experience in facilities management. In your response, include, the employer and number of years/months you performed the function.**

### **\*QUESTION 2**

**Describe, in detail, your experience in a building maintenance environment. In your response, include the employer and number of years/months you performed the function.**

### **\*QUESTION 3**

**Describe, in detail, your experience and specific responsibilities administering collective bargaining unit contracts and managing in a union environment. In your response, please include the employer and number of years/months you performed the function.**

### **\*QUESTION 4**

**Describe, in detail, your supervisory experience, including details of the oversight you provided. In your response, include the employer and number of years/months you performed the function.**

\* Required Question