



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

JOB DESCRIPTION #2019-16

CLOSING DATE: 7/31/2019

Job Title: Facilities Maintenance Assurance Technician

FLSA Status: Non-Exempt

Work Location: 602 N. Staples; Various Locations

Department: Facilities Maintenance

Reports To: Facilities Building Manager

Pay Grade: 18 Salary: \$18.31 - \$29.84
(Min. – Max.)

General Summary: Performs various functions/inspections to ensure that bus stops, stations, facilities and equipment are well maintained and preventative maintenance inspections are completed timely related to the office of Facilities Building Manager.

Essential and Marginal Functions: Essential and other important responsibilities and duties that must be performed, with or without reasonable accommodation may include, but are not limited to, the following:

- Provide assistance to the Facilities Maintenance Department Building Manager in carrying out changes to the quality assurance system of the facility; give assistance in creating, reviewing, authenticating, and maintaining facilities documents/work orders, including standard operating procedures (SOPs) and programs working in collaboration with the Facilities Maintenance team; provide assistance in maintaining document registers and documentation.
- Work with the Facilities Maintenance Department Building Manager to develop and support a Quality Assurance System for bus stops, stations, facilities and equipment.
- Assist the Facilities Maintenance Building Manager with the development of quotes and writing specifications for various proposals to support the quality assurance aspect for all Facilities Maintenance Assets. .
- Provide daily monitoring of facility and personnel to ensure compliance of the Quality Assurance System Goals, perform regular audits on preventive maintenance records and work orders to support their timely completions.
- Maintain the Transit Asset Management Database.
- Provide the coordination/documentation of the required inspections as it relates to environmental reviews of the various state and local agencies.
- Ensure training of facility personnel on the Quality Assurance System, Risk Preventive Controls, Hazard Analysis, and other applicable safety system elements as required; find out new areas of training which would be required or benefit the field of Facilities Maintenance.
- Collect and analyze maintenance data as required, as well as document information derived from analysis of the various bus stops, stations, facilities and equipment.
- Safely keep records of all facility inspections and analytical results; immediately report results discovered to be out of specification to the Facilities Maintenance Building Manager.
- Provide assistance in updating and implementing facility assurance plans in collaboration with Facilities Maintenance management.
- Performs research for particular projects and initiatives; interacts with other groups to obtain information and discuss policies, procedures and practices.
- Prepares statistical reports to provide information to management.
- Assist in the process and development of Special Projects assigned as needed.
- Completes all required reports and records in a timely and accurate fashion.
- Establishes and maintains effective working relationships with those contacted in the course of work.
- Wears personal protective equipment and complies with safety regulations.
- Maintains confidentiality regarding all RTA related business information and personnel issues.
- Performs a variety of related duties and responsibilities as required.
- Performs other duties as assigned.

It is the RTA's business philosophy and practice to provide reasonable accommodation to the known physical or mental disabilities of qualified individuals, according to applicable state and federal law. To request a reasonable accommodation regarding application for employment or the performance of the essential functions of your job, please contact the Human Resources Department at (361) 289-2712.

Qualifications include:

Knowledge of:

- Effective time management;
- Excellent computer skills, including ability to work effectively with Microsoft Excel and Word
- Strong command of English usage, spelling and vocabulary.
- Environmental safety laws and regulations;
- Standard safety procedures and precautions;
- Demonstrated superior verbal and written communication skills;
- Possess innovative, resourceful, and proactive disposition, committed to ensuring continuous improvement of capacity and delivering quality service
- Strong ability to expect challenges and proffer effective solutions to them

Ability to:

- Communicate effectively verbally and in writing;
- Willingly foster a positive work environment;
- Provide service in a courteous and professional manner;
- Multi-task and work with a diverse group of people;
- Exercise independent judgment and responsible decision making;
- Understand and follow oral and written instructions;
- Comply with Regional Transportation Authority policies and procedures; and
- Maintain a dependable attendance record.

Skills:

- Operate a variety of office equipment including a computer, calculator, copier, facsimile machine, shredder, and typewriter;
- Read and interpret service and instruction manuals; and
- Type at a speed necessary for successful job performance;
- Interpersonal communication skills at a level suitable for courteous business interaction with the all staff and management levels within the Authority, representatives and officials of public and private agencies, vendors, and the general public;
- Proficiency in Microsoft Access and/or similar database application(s);
- Proficiency in Microsoft Excel and/or similar spreadsheet application(s);
- Proficiency in Microsoft Word and/or similar word processing application(s); and
- Proficiency in Microsoft PowerPoint and/or similar PowerPoint application(s).

Experience and Training Requirements:

This position requires any equivalent combination of the following training, education and experience that provides the individual with the required knowledge, skills, and abilities to perform the job.

- **Education:** Associate degree from 2-year college or accredited business school
- **Experience:** Minimum three (3) years work experience in a related maintenance area performing quality assurance responsibilities.
- **License or certificate:** Possession of an appropriate, valid TX Driver's License on the date of application as required for position to operate RTA vehicles.
- **Other Requirements:** Must be at least 21 years of age. Any job offer and continued employment is contingent upon completing and passing a pre-employment job agility evaluation, Department of Transportation physical, drug and alcohol screen and background investigation with not more than two moving violations or accidents in the past three years, no more than one DWI/DUI in a lifetime, and no DWI/DUI in the past five years.

Working Conditions and Physical Requirements:

Will work part time in the field surveying locations and part time in a typical, climate controlled office environment. Average amount of overtime and extended work hours are required. The noise level in the work environment is usually moderate. While performing the duties of the job, the employee occasionally works in outside weather conditions. Standard physical activity includes, but is not limited to, sitting, standing, and walking activities. Essential and marginal functions require maintaining physical conditions necessary to carry/lift/push or pull loads up to 10lbs.