



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

JOB POSTING: 2020-30

CLOSING DATE: OPEN UNTIL FILLED

Job Title: Facilities Maintenance Supervisor

FLSA Status: Exempt

Work Location: 602 No. Staples; Various Locations

Department: Facilities Maintenance

Reports To: Facilities Building Manager

Pay Grade: 22 **Salary:** \$22.67 - \$36.95
(Hourly Min -Max)

General Summary: Under general direction, organizes, monitors, and supervises facility maintenance operations; and provides technical assistance to the department 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:

- Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for Facility Maintenance.
- Establish schedules and methods for providing facility maintenance services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
- Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
- Participate in the preparation and administration of the facility maintenance budget; submit budget recommendations; monitor expenditures; prepare cost estimates; submit justifications for equipment; monitor budget expenditures.
- Monitor and direct the ordering of supplies, equipment; tools and capital items, as necessary; prepare documents for equipment procurement; prepare specifications and contracts for contract services.
- Train or coordinate training in facility maintenance and safety methods, procedures, and techniques.
- Develop and organize preventative maintenance and safety inspection programs for all facilities and equipment.
- Coordinate construction projects, remodels, and other special projects in Facilities Department.
- Support the Building Manager in the preparation of various contracts, requests for proposals, that exceed \$5,000.
- Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of facility maintenance; incorporate new developments as appropriate into programs.
- Coordinate with contractors in providing contract services for contracts over \$5,000.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Perform related duties as required.
- 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: Operations, services, and activities of a building maintenance, repair, and construction program.

- Materials, methods, terminology, equipment and tools used in the maintenance, repair, and construction of building structures and systems including those used in performing rough and finished carpentry, plumbing, heating, electrical, mechanical, and painting work.
- Principles of supervision, training, and performance evaluation.
- Basic principles and practices of municipal budget preparation and administration.
- Equipment, tools and materials used in facility maintenance activities.
- Construction and project management principles.
- Principles and practices of safety management.
- 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.
- Pertinent local, state and federal laws, ordinances, codes and rules.
- 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:

- Read and understand construction drawings, plans and specifications.
- Organize, implement and direct facility maintenance operations and activities.
- Supervise, train and evaluate assigned staff.
- Interpret and explain pertinent department policies and procedures.
- Develop cost estimates for supplies and equipment.
- Demonstrate tact and diplomacy with the public.
- Develop and recommend systems and procedures related to assigned operations.
- 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 with course work in business, management, engineering or a related field.
- **Experience:** Four years of increasingly responsible facility maintenance experience including some lead supervisory experience.
- **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.

Working Conditions and Physical Requirements:

Will work part time in the field and in a shop environment supervising staff and conducting quality control inspections 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 moderate to high. Standard physical activity includes, but is not limited to, standing, and walking activities. Essential & marginal functions require the ability to grasp with both hands, twist both wrists, use both arms to push, pull, hold and carry items, bend, kneel, squat, and twist safely. Work requires the ability to lift up to 60 lbs. and store at shoulder height or higher. Machinery and tool operation requires the use of safety equipment to include but not limited to, eye safety glasses and work boots.

CCRTA is proud to be an Equal Employment Opportunity Employer, supporting diversity in the workplace. M/F/D/V