Job Title: Lead Maintenance Technician  
FLSA Status: Non-Exempt  
Work Location: 5658 Bear Lane  
Department: Facilities Maintenance  
Reports To: Facility Building Manager  
Grade: 14  
Salary: $16.30-$26.57 (Min-Max)

General Summary: Under the general direction of the Managing Director of Customer Service and the Facilities Building Manager, and direct supervision of the Facilities Maintenance Supervisor, performs and coordinates a variety of preventive maintenance, repairs and cleaning activities associated with keeping the Regional Transportation Authority Building, shop building, fuel-island, and various other facilities and stations operational, clean, orderly and safe. Working in accordance with production schedules and priorities established by supervisor, personally performs activities such as equipment inspections, repairing, cleaning and maintaining grounds of physical structures, facilities, and equipment in offices buildings and industrial shop areas. The Lead Maintenance Technician will provide administrative support to the Facilities Maintenance Supervisor and the Facilities Department. This position will assist in managing office functions including: work order coordination, daily office operations, maintaining office records, and providing general support services for the organization.

Essential and Marginal Job 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:

- Assists the Facilities Maintenance Supervisor in all aspects of project implementation as needed.
- Coordinate and participate in all Facilities activities, work direction, and support systems.
- Coordinate and assist in the development of contracts related to facility maintenance and repair, including elevator maintenance.
- Assists the Facilities Maintenance Supervisor with training, supervising, evaluating and the scheduling of work for the Facilities Department and Staples Street Center staff.
- Assist in the supervision of the Facilities Department when the Facilities Maintenance Supervisor is out of the office.
- Assist with coordinating all the annual inspections for the effective and safe operation of all facilities.
- Through electronic and other means, order and maintain adequate inventory of materials and supplies, for maintenance, repair and proper functioning of facilities and all assigned equipment.
- Assist in planning room layout and set-ups, including furniture/equipment, and other duties related to special events.
- Coordinate space, furniture and equipment tasks (inventory) with facility managers/directors.
- Inspect and assure quality control of all work performed.
- Request and coordinate the services of crafts/trade personnel, as necessary in the absence of the Facilities Maintenance Supervisor.
- Obtains proposals and quotes from potential vendors for services and products as requested by the Facility Building Manager.
- Attend to hazardous material disposal as needed.
- Build and maintain positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Capability to perform and carry out the job duties of a Maintenance Technician II
- Installs, renovates, paints and repairs bus stops, sun shades, metal benches, trashcans, and anchor plates.
- Responsible for repairing bus lifts, bus wash equipment, and other related equipment.
- Accountable for performing various maintenance repairs including but not limited to plumbing, changing light bulbs, changing air filter etc.
• Performs preventive maintenance inspections on various shop equipment, outdoor light fixtures, fuel-dispensing equipment and station equipment.
• Performs some welding, painting and carpentry work.
• Performs duties using a variety of general use hand and power tools and equipment.
• Reports accidents/incidents to supervisory personnel, promptly completing all reporting documentation.
• Maintains work area in clean and safe working condition, emptying trash containers, putting up cleaning material and equipment, cleaning up spills, and cleaning bus wash area.
• Uses all equipment, tooling, and machinery in an appropriate and safe manner, identifying and reporting all such equipment that is broken, damaged, or unsafe.
• Prepares various areas for special events.
• Completes all required reports and records in a timely and accurate fashion.
• Maintains a dependable attendance record.
• Complies with Regional Transportation Authority policies and procedures.
• Establishes and maintains effective professional working relationship with those contacted in the course of work.
• Wears personal protective equipment and complies with safety regulations.
• Maintains confidentiality and interacts with others in an effective professional manner.
• 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:
• Building management and Facility and Maintenance operations.
• Occupational hazards, standards safety practices and Material Safety Data Sheet (MSDS) regulatory requirements;
• Basic maintenance procedures including carpentry, painting, plumbing, welding, masonry, landscaping; basic electrical skill
• Proficient computer skills including spreadsheet and word processing software;
• Safe operating practices and precautions for forklifts, buses, and various tools, including power drills, scrubbers, sweeps, generators, and hand held tools; and
• Correct English usage, spelling and vocabulary.
• Extensive use of computerized Microsoft programs such as Word and Excel.
• Demonstrated ability to work and communicate professionally, verbally, and in written form with internal and external customers.

Ability to:
• Comply with Regional Transportation Authority’s policies and procedures and federal, state, local government regulations;
• Drive a service vehicle, both automatic and standard transmissions;
• Work independently in the absence of supervision;
• Respond to public inquiries in a courteous manner;
• Learn to perform a variety of skilled maintenance work in the area of work assigned
• Interpret written instructions and warning labels or cleaning chemicals;
• Use good judgment as it relates to safety, professional conduct and work related matters;
• Operate a bus, a truck, occasionally a forklift, and a motorized industrial sweeper and scrubber;
• Interact courteously and effectively with a diverse internal customer base;
• Work immediately before, during or immediately after an emergency as required as part of the RTA’s Emergency Response Team to provide emergency services to the general public during emergency situations;
• Communicate effectively both verbally and in writing;
• Willingly foster a positive work environment; and
• Understand and follow oral and written instructions.

Skills:
• Must have strong interpersonal skills and ability to work in a team environment and be able to lead my example.
• Responsibility for follow-up on actions based on various team projects.
• High organization skills in managing multiples projects simultaneously.
• Ability to perform and manage technically complex projects using independent judgment and personal initiative.
• Build strong internal and external relationships using effective verbal and written communication skills.
• Recognize and act on opportunities; adjust direction when situation warrants.
• Works independently without regular direct supervision.
• Must be a provider of excellent customer service.

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:** High School Diploma and Associate’s Degree or Certificate from a Trade School in related field or/and,
• **Experience:** Minimum two (2) years of related facilities maintenance experience, to include one (1) year of supervisory experience. Previous Facilities maintenance experience in a large institution or high profile facility preferred.
• **License or certificate:** Must possess a valid Texas Driver’s License, prefer licensed electrician and/or certified HVAC Industrial Chiller
• **Other Requirements:** Must be at least 18 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:
While performing the duties of this job the employee will predominantly work outside and in a shop environment. The employee is exposed to extreme weather conditions and to wet and/or humid conditions; moving mechanical parts. Employee will work in an environment where there is risk that they will be exposed to chemicals and fumes. 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.