San Mateo County
TRANSIT DISTRICT

JOB OPENING ANNOUNCEMENT

Apply On-line at www.smctd.com/jobs.html
Employment Hotline 650-508-6308

June 27, 2022

TITLE: Assistant Manager, Facilities Maintenance

EMPLOYMENT TYPE: Exempt (Full Time)

DIVISION: Bus (Facilities)

PAY RANGE: **$1,914.00 - $2,871.00 weekly ($99,511 - $149,267 estimated annual)**

APPLICATION DEADLINE: **Friday July 15, 2022**
WORK LOCATION: San Carlos, CA

GENERAL DESCRIPTION:

The Assistant Manager, Facilities Maintenance reports to the Manager, Facilities Maintenance, and is responsible for organizing, directing, and supervising the maintenance and repair activities on buildings and surrounding grounds for the San Mateo County Transit District (SamTrans).

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Supervise the general maintenance and repair of the SamTrans buildings and grounds.
- Schedule, direct, and monitor a building maintenance facilities maintenance program, including a continued preventative maintenance program.
- Ensure compliance of SamTrans' facility maintenance program pertinent to building codes, state and federal regulations, and guidelines; evaluate their impact and implement policy and procedure improvements.
- Supervise staff. Hire, mentor, and take appropriate corrective and/or disciplinary actions. Ensure EEO policies and procedures are followed. Participate in selection, coordinate staff training and professional development, objectives, monitor and evaluate employee performance.

EXAMPLES OF DUTIES:

- Coordinate with public and private organizations or individuals to explain or coordinate facility maintenance programs; respond to internal and external stakeholder's complaints or inquiries.
- Assist in the development and implementation of goals, objectives, policies, procedures, and work standards for the Facility Maintenance Department.
- Make periodic inspection of facility maintenance work in progress and upon completion to ensure compliance with established standards.
- Obtain quotes, make recommendations on award of bids and/or contracts, and prepare purchase requisitions for facility projects.
- Schedule, oversee, and coordinate the work and activities done by contractors on facility maintenance projects. Monitor and inspect the contractor's performance for compliance with project scope, schedule, goals, and objectives. Problem solve with contractors on day-to-day issues.
- Utilize a facilities work order management software system to assign work, analyze work orders, review current project schedules, and to distribute work accordingly amongst the Facility Maintenance Technicians to maximize efficiency in staff utilization; advise and instruct staff on the safe and effective completion of assignments.
- Interface with internal stakeholders regarding costing and implementation of minor construction/repair and maintenance projects.
- Maintain inventory and requisition supplies and equipment.

- Perform all job duties and responsibilities in a safe manner to protect oneself, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Evaluate job performance staff which also includes the professional development of staff through the identification of on-the-job and other professional development opportunities.
- Perform other duties as assigned

SUPERVISION: Works under the direction of the Manager, Facilities Maintenance, who establishes goals and objectives, monitors, and evaluates performance.

MINIMUM QUALIFICATIONS:

Sufficient education, training, and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Certificate in Facility Maintenance Engineering, Facility Management, or a closely related field
- Five years of experience in building maintenance, facility management, or related activities
- One year of lead or supervisory experience

PREFERRED QUALIFICATIONS:

- Project management experience desired
- Associate's degree in Facility Maintenance Engineering, Facility Management, or a closely related field is desired
- Possession of a valid California Driver License, with a safe driving record
- Communicate effectively, both orally and in writing
- Basic knowledge of Word and Excel

SELECTION PROCESS MAY INCLUDE:

The selection process may consist of an evaluation of the applicant's qualifications, panel interview, practical exercise and/or internal Department interviews. Upon completion of the selection process, an offer of employment may be conditionally based upon the successful completion of employment and education verification and criminal background check.

BENEFITS:

For additional information on SamTrans benefits, please visit, https://www.smctd.com/jobs.html#benefits

Holidays: Seven paid holidays, plus up to four floating holidays per year
Paid Time Off: Up to 26 days (PTO) per year
Cafeteria Plans: Medical, dental, vision care, group life insurance and more
Transportation: Free Bus Transportation for employees and qualified dependents
Pension: Social Security and California Public Employees Retirement Systems (CalPERS)

- Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation
- New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

HOW TO APPLY:

- To apply, please visit the www.smctd.com/jobs.html. **Complete an online employment application by 11:59 pm on Friday, July 15, 2022.** A resume will not be accepted in lieu of the application. Incomplete applications will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308.
- SamTrans celebrates diversity and is committed to creating an inclusive, and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.