

JOB OPENING ANNOUNCEMENT

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Employment Hotline 650-508-6308

November 18, 2022

TITLE: Director, Facilities Maintenance
EMPLOYMENT TYPE: Exempt (Full Time)
DIVISION: Bus Operations
APPLICATION DEADLINE: **Sunday, January 8, 2023**
PAY RANGE: **\$3,171.28 - \$4,456.94 Weekly (\$164,907 - \$ 247,361 estimated annual)**
WORK LOCATION: San Carlos, CA & South San Francisco, CA

GENERAL:

The Director of Facilities Maintenance is responsible for organizing directing and supervising the maintenance and repair activities for the District's buildings, bus yards, park n' rides, bus shelters, bus stops, and surrounding grounds. It is responsible for ADA compliance and capital programs for ADA compliance supporting Caltrain and the District. This position directs and coordinates engineering support for the execution of capital projects. It is also responsible for implementing and managing the transit asset management (TAM) state of good repair program, and compliance with environmental programs for all District properties and facilities.

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Develop and implement state of good repair programs for maintaining, servicing, and repairing District owned facilities. Responsible for implementing and managing the transit asset management (TAM) program.
- Oversee the District's facilities inventory that is used to maintain and repair bus stops, park n' rides, and buildings.
- Manage the bus stop program and coordinate with other internal stakeholders and the public on shelters, bus stops, and layover issues.
- Ensure compliance of Facilities' activities to pertinent codes, regulations, and guidelines. Directs and coordinates engineering support for the execution of capital projects
- Oversee multi-year building maintenance program, including a continued preventative maintenance program.
- Develop and implement goals, objectives, policies, procedures, and work standards for the Facilities Department.
- Oversee the work and activities done by contractors through staff.
- Supervise staff: Hire, mentor and take appropriate corrective and/or disciplinary action. Ensure EEO and affirmative action policies and procedures are followed. Participate in selection; coordinate staff training and professional development. Establish performance objectives, monitor and evaluate employee performance.

EXAMPLES OF DUTIES:

- Prepare and administer Facilities Department's budget as it pertains to property management. Interface with other departments regarding costing and implementation of minor construction/repair and maintenance projects.
- Oversee the software that documents the facility maintenance, procedures and standards.
- Make periodic inspection of facilities projects to ensure compliance with established standard. Evaluate projects and implements policy and procedure improvements.
- Work closely with District's Engineering Department, with public and private organizations, and/or individuals to explain or coordinate proposed programs, respond to citizen and user department complaints or inquiries.

- 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 all job duties and responsibilities in a safe manner to protect yourself, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned

SUPERVISION: Works under the general supervision of the Chief Operating Officer Bus, who establishes goals and objectives 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:

- Bachelor's degree in Facility Engineering, Public Administration, or a closely related field.
- Seven (7) years of experience in building maintenance or facility management including financial accountability.
- Four (4) years of managerial experience (including financial accountability) in building maintenance, facility management, or related activities.
- Possession of a valid California Driver's License.

PREFERRED QUALIFICATIONS:

- Excellent oral and written presentation and communications skills.
- Able to proficiently use a personal computer with a variety of software programs.

SELECTION PROCESS MAY INCLUDE:

The process will include a panel interview and may include written and skills test assessments or supplemental questions. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:

For additional information on SamTrans benefits, please visit, <https://www.samtrans.com/jobs>

- Holidays: Seven paid holidays, plus up to four floating holidays per year
- Paid Time Off: Up to 26 days 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 <https://www.samtrans.com/jobs>. Complete an online employment application and supplemental questionnaire by 11:59 pm on January 8, 2023. A resume will not be accepted in lieu of the application and supplemental questionnaire. Incomplete application 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.
- San Mateo County Transit District 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.