



San Joaquin Regional Transit District
P.O. Box 201010
Stockton, CA 95201
(209) 943-1111

**SAN JOAQUIN REGIONAL TRANSIT DISTRICT
EMPLOYMENT OPPORTUNITY**

OPERATIONS SUPERVISOR - FACILITIES

Depending on Qualifications (DOQ)
Starting at \$69,853 to \$95,320

Open Recruitment	Closing Date: until filled
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JOB SUMMARY: Under general direction, responsible for supervising, monitoring, and providing instruction and training to a group of technicians and porters engaged in cleaning, maintaining, and repairing buildings, facilities, and operating equipment. An incumbent plans and organizes maintenance and building alternation projects, estimates time and materials for work orders, inspects completed work, coordinates the completion of repairs and other services by outside vendors, and maintains detailed records on projects and work orders. Assists the Facilities Superintendent in the development and implementation of a comprehensive plan for the maintenance and cleaning of facilities and equipment; and performs related duties as assigned. Includes all of San Joaquin Regional Transit District (RTD) buildings and facilities equipment, including exterior, at multiple locations. Project management experience is preferred. **Proficient in all Microsoft Office applications is required.**

Reasonable accommodations: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYMENT STANDARDS: The ideal candidate for this position should have the following: Graduation from an accredited four-year college or university with major coursework in public or business administration; and six years of progressively responsible facilities maintenance and repair experience; or an equivalent combination of training and experience. Experience in a public transit agency or governmental setting is preferred. **Licenses; Certificates; Special Requirements:** A valid California Class C driver's license.

Knowledge of: Project management principles; methods, practices, and materials used in the building maintenance and construction industry; standard practices, methods, and techniques used in industrial engineering, building systems engineering, and commercial building construction and repair; principles, practices, and methods of contracting and contract administration; principles and practices of public agency purchasing; administrative principles and methods including goal setting, and program development and implementation; principles and practices of budget preparation and administration; methods, practices, tools, and equipment common to the building trades; safety regulations, safe work practices, and safety equipment related to the work; building and environmental codes, regulations, and guidelines pertaining to the work; time and cost estimating techniques applicable to the work; local, state and federal laws, regulations, and standards applicable to the storage and disposal of hazardous materials and waste; RTD employee safety and environmental policies and standards; operation and maintenance of a wide variety of equipment, hand, shop, and power tools used in the work; uses of specialized software applicable to the management and evaluation of facilities maintenance operations and standard business software; principles and practices of sound business communication; principles and practices of effective supervision; and RTD human resources policies and procedures and labor contract provisions.

Ability to: Using various Microsoft Office programs and other web based applications; Plan, organize, supervise, coordinate, and evaluate assigned areas of RTD's building, facilities, and operating equipment maintenance and repair operations; principles, practices, methods, and techniques in developing or administering predictive and preventive maintenance programs applicable to assigned responsibilities; develop and implement goals, objectives, work programs, policies, procedures, work and performance standards, and management controls; understand, interpret, explain, and apply local, state, and federal laws and regulations governing the maintenance, repair, and alternation of buildings and facilities; analyze operational and administrative problems, evaluate alternatives, and make sound decisions on effective courses of action; prepare clear, concise, and comprehensive correspondence, reports, studies, and other written materials; communicate effectively orally and in writing; exercise sound, expert independent judgment within general policy guidelines; exercise tact, discretion, and diplomacy in dealing with sensitive, complex, and confidential personnel issues and employee situations; and establish and maintain effective working relationships with all levels of RTD management, Board of Directors, staff, employee organizations and their representatives, other governmental officials, community groups, contractors, vendors, and the public.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Physical Demands:** While performing the duties of this class, an employee is regularly required to sit, talk and hear, in person and by telephone, use hands repetitively to operate standard office equipment, and reach with hands and arms. The employee is frequently required to stand and walk and occasionally required to stoop, kneel, and bend. An employee may frequently be required to lift and/or move up to 25 pounds and occasionally lift up to 100 pounds with assistance. Specific vision abilities required by this class include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental Demands: While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information, and documents; analyze and solve complex problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with all levels of RTD management, staff, representatives of employee organizations, other governmental officials, contractors, vendors, and the public.

The District offers a competitive employee benefit program that includes:

INSURANCE: RTD provides comprehensive health and dental insurance package for all full-time employees and their dependents. RTD also provides \$20,000 life insurance for all full-time employees.

SICK LEAVE: 12 days per year for all full-time employees.

VACATION: Two (2) weeks to six (6) weeks depending on length of service for full-time employees.

RETIREMENT: RTD participates in a 401(a) retirement plan in which RTD provides generous match.

EMPLOYMENT PROCESS: Applicants must complete and submit an official application form. The standards as stated on the front of the job announcement represent only the minimum required to fill an application. Resumes will be accepted, but may not be substituted for the required application form. Meeting the listed standards does not guarantee that a candidate will be invited for an interview as the Human Resources Department reserves the right to limit the number of candidates to the most qualified for the vacancy. The selection process for this position may include a written assessment.

NOTE: All statements made on the application are subject to verification and investigation. False statements will be cause for disqualification, removal from the eligible list or termination of employment.

SUBSTANCE ABUSE TESTING: Substance abuse tests paid by the Transit District are required of each prospective employee. Candidates are cautioned that offers of employment are conditional and subject to the satisfactory completion of the substance abuse tests. Employment is conditional on successfully passing drug and alcohol tests, reference checks, and a background investigation.

San Joaquin Regional Transit District is an Equal Opportunity/Affirmative Action employer. Female, minority, and disabled individuals are encouraged to apply. Applicants will be considered without regard to race, color, creed, national origin, religion, sex, sexual preference, marital status, age, medical condition or disability.

TO SUBMIT AN APPLICATION: Visit our jobs page online at www.sanjoaquinRTD.com/jobs

The provisions of this bulletin are subject to change without notice and do not constitute an express or implied contract.