JOB OPENING ANNOUNCEMENT

Apply On-line at www.smctd.com/jobs.html

Employment Hotline (650) 508-6308

July 8, 2019

TITLE: Director, Facilities Maintenance

EMPLOYMENT TYPE: Exempt

DIVISION: Bus Operations

APPLICATION DEADLINE: Friday, July 26, 2019

PAY RANGE: $2,867 – $4,300 per week ($149,062 – $223,592 estimated annual)

WORK LOCATION: 1250 San Carlos Avenue, San Carlos, California

WORK SCHEDULE: Full Time (Monday – Friday)

Job Summary: The Director, Facilities Maintenance position reports to the Chief Operating Officer, Bus, and is responsible for the maintenance, repair activities, and ADA compliance for the District’s buildings, park n’ rides, bus shelters, bus stops, and surrounding grounds.

Examples of Essential Functions:

- Develop and implement goals, objectives, policies, procedures, and work standards for the Facilities Maintenance Department.
- Responsible for Facilities Maintenance activities and capital programs for ADA compliance supporting Caltrain and the District.
- Direct the development and management of the state of good repair programs for maintaining, servicing, and repairing District owned facilities including the Facilities Maintenance Transit Asset Management (TAM) program.
- Direct and coordinate engineering support for the execution of Facilities Maintenance capital projects.
- Manage the facilities maintenance workforce consistent with the terms and conditions in the Collective Bargaining Agreement.
- Supervise staff. Hire, mentor and take appropriate corrective and/or disciplinary action. Ensure EEO policies and procedures are followed. Participate in selection of staff. Coordinate staff training and professional development. Establish performance objectives. Monitor and evaluate employee performance.

Examples of Duties:

- Oversee the District’s facilities inventory that is used to maintain and repair bus stops, park n’ rides, and buildings.
- Oversee multi-year building maintenance program, including a continued preventative maintenance program.
- Manage the bus stop program and coordinate with other internal stakeholders and the public on shelters, bus stops, and layover issues.
- Ensure facility maintenance activities comply with pertinent codes, regulations, guidelines, and ADA compliance.
- Responsible for implementing and managing the Facilities’ transit asset management (TAM) state of good repair program.
- Interface with other departments regarding costing and implementation of minor facilities 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 standards. Evaluate projects and implements policy and procedure improvements.
- Oversee the work and activities done by contractors through staff.
- 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.
- Participate in labor/management negotiations and handling of related personnel problems inclusive of grievances and arbitrations.
- 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.
- 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 general supervision of the Chief Operations 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 facilities management, civil, mechanical, or structural engineering, public administration, or a closely related field.
- Seven years of managerial experience in building maintenance, facility management, or related activities.
- Three years of managing facilities maintenance staff.

**Other Qualifications:**
- Possession of a valid California Driver’s License.

**Selection Process May Include:**
The process will include a panel interview and may include written and skills test assessments. 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. Selected candidate will be subject to background check.

**Current Employment Benefits at SamTrans:**

- **Holidays:** Seven paid holidays, plus up to five floating holidays per year
- **Time Off:** 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
- **Retirement:** 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:**

- Apply online or complete a SamTrans Employment Application per instructions printed on the application.
- When completing the online application, please follow instructions on the Prospective Employee Reference Guide found at [www.smctd.com/jobs.html](http://www.smctd.com/jobs.html). When completing the paper application, please specify the position for which the application is being submitted.
- Incomplete online or paper applications may be rejected even if you are qualified for the position for which you are applying. It is your responsibility to ensure that the online or paper application reflects the work experience and education needed to meet the requirements for the position(s) for which you are applying.
- Your completed application package must be received by the District’s Human Resources Department by the specified deadline to receive consideration. Paper applications must be received by the Human Resources Department by 4:30 pm on the application deadline date. Online applications must be submitted prior to midnight on the application deadline date.

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 call (650)508-6308.

SamTrans is an Equal Opportunity Employer Minorities/Women/Persons with Disabilities/Veterans