Proposed Full Time Employee Additions in FY 2017 Budget

The information below provides a brief synopsis of the four full time employee positions proposed in the FY 2017 VRE budget:

**Facilities Maintenance Specialist:** A support position working under the Facilities Manager to assist in administration of contracts for facilities maintenance, repair and custodial services, to assist in Transit Asset Management Plan (TAMP) implementation and to advance proactive maintenance and oversight of all VRE facilities. Current and projected workloads are in excess of what can be effectively managed by the current single staff person.

**Associate Accountant:** A support position to allow the existing Associate Accountant to split her time between the HR and accounting functions. Duties of the new position will include processing of check payments and credit/debit card refunds; providing administrative support to the grant and fixed asset accounting staff; expanding the use of electronic payment processing; and assisting in drafting the annual financial statements. Additional resources are needed to ensure that all required departmental responsibilities can be carried out in a timely and accurate manner and that organizational policy and processes keep up with the current level of capital projects and required state of good repair activities.

**Project Manager:** A senior engineering management position to function as the VRE project lead for multiple concurrent capital projects, providing review of design and engineering documents, and input towards projects in the planning and environmental stage of development. Need for this position is related to the increasing workload of the Project Implementation department in relation to management of the VRE capital program. The existing staff cannot expeditiously advance the full range of current and planned projects.

**Projects Administrator:** Position will administer project controls (schedule and budgets), quality control, invoicing, procurement coordination, and routine reporting for VRE capital improvements projects. The Project Administrator will also manage minor planning and design projects. The need for this position is related to the increasing administrative workload related to the ongoing growth and complexity of the capital program. Position will increase overall departmental effectiveness and efficiency.