NOTICE OF VACANCY

INTERNAL AND EXTERNAL

Position: Project Manager, Transportation Facilities  Salary Grade: T
Reports to: Director of Grants and Project Management

Date of Notice: November 17, 2020  Closing Date: December 18, 2020

Application Process: Submit letter of interest and resume to Human Resources, HR@omniride.com, by 5:00PM on the closing date.

GENERAL DEFINITION OF WORK

Responsible for all facets of PRTC’s building and grounds, systems maintenance, repair, and improvement activities, such as custodial, landscape, inspections, preventive maintenance, utilities, and HVAC. Must be able to work flexible hours – position is considered “essential.”

TYPICAL TASKS

- Designs, writes, and manages building and grounds maintenance program ensuring all needed facility, equipment, and systems are maintained through routine, preventive, cyclical, and on-call services.
- Directly performs or oversees contracted work for all facility-related buildings, grounds, systems, and equipment other than that for which the bus operations contractor is responsible.
- Monitors bus operations contractor maintenance of facilities and equipment for which they are responsible; takes corrective action, as needed.
- Performs facility–related maintenance, repair, new system, and minor enhancement procurements.
- Orders and takes delivery of facilities-related equipment.
- Maintains building physical access security including distributing keys and IDs, maintaining locking devices, and ensuring proper alarm system monitoring and operation.
- Arranges facility air quality testing annually and as otherwise needed.
- Handles routine, preventative, and cyclical maintenance and repair (painting, lighting, appliances, pavement, curbing, striping, etc.).
• Oversees facility landscaping.
• Directs/performs minor facility modifications.
• Works Director to prepare annual facility budget.
• Assists staff with furniture moving, assembly and file storage.
• Generates work orders and tracks all facility related PMs, problems, repairs, and modifications via facility asset management system.
• Ensures compliance with all local, state, and national rules, regulations, and certifications.
• Manages periodic facility condition assessments ensures repairs are made, procedures modified, etc.
• Serves as single point of contact for all facilities-related utilities, contractors, emergencies, repairs, etc.
• Administers service contracts.
• Responsible for installing and maintaining signs on PRTC property.
• Ensures automatic external defibrillator (AED) readiness.

**KNOWLEDGE, SKILLS AND ABILITIES**

Requires thorough knowledge of facilities-related maintenance, procurement, budgeting, and management practices and procedures. Must be detail oriented and reliable with good writing skills and possess the mechanical aptitude necessary to perform in-house repairs as needed. Requires ability to develop and monitor a budget and make effective decisions that maximize available dollars to keep systems running effectively via direct work, supervision of subordinate staff, and contract vendors; ability to react responsibly and swiftly to requests, complaints, emergencies, and a variety of other conditions without direct supervision and to deal effectively in a service-oriented environment. Must be able to drive to off-site facilities and work outside.

**EDUCATION AND EXPERIENCE**

Any combination of education and experience equivalent to a high school diploma and at least five years’ facility and contract maintenance and management experience.

The statements in this job description are intended to describe the general nature and level of work being performed by incumbent(s) assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.