



**San Joaquin Regional Transit District**  
P.O. Box 201010  
Stockton, CA 95201  
(209) 948-5566

## **EMPLOYMENT OPPORTUNITY**

### **Facilities Project Manager/Director (DOQ)** (\$61,000 - \$124,800 Annually)

Open Recruitment:

Closing Date: Open Until Filled

#### **JOB SUMMARY:**

Under direction from the General Manager/CEO, supervises or manages the repair, maintenance, security, cleaning, and servicing of all San Joaquin Regional Transit District (RTD) buildings and facilities including landscaped areas; assists the General Manager/CEO in planning, organizing, and directing RTD internal or external projects; exercises supervision over management, supervisory, professional, technical, and office support personnel with regard to specific projects; and performs related duties as assigned; implements controls and projects to ensure RTD's compliance with all other local, state, and federal mandates; provides highly responsible and complex management support; coordinates activities among San Joaquin Regional Transit District (RTD) departments, government entities, consultants, local agencies, and other related parties.

#### **EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

Facilities Project Manager/Director assists the General Manager/CEO in the day-to-day planning and execution of programs and projects for accomplishing RTD's mission, vision, strategic goals, initiatives, and core values within broad general policy guidelines. The incumbent operates with substantial latitude and discretion to achieve effective and efficient utilization of RTD's resources; manages the work of supervisors and staff responsible for the maintenance and repair of all RTD buildings, facilities, and operating equipment to ensure RTD requirements and standards for the safeguarding of its physical plant and capital equipment are met; develops and manages contracts for custodial, grounds keeping, and specialized repair services not performed by RTD staff; and develops and administers preventive maintenance programs and formulates processes and methods to enhance the efficiency and effectiveness of facilities maintenance and repair operations.

#### **EMPLOYMENT STANDARDS:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited four-year college or university with major coursework in engineering, construction management, or in public or business administration; and seven years of progressively responsible facilities maintenance and repair experience, at least three of which were in a supervisory capacity; or an equivalent combination of training and experience.

#### **Knowledge of:**

1. Methods, practices, and materials used in the building maintenance and construction industry. Industry-accepted project management methods and techniques.
2. Standard practices, methods, and techniques used in industrial engineering, building systems engineering, and commercial building construction and repair.
3. Principles, practices, and methods of project management, contracting, and contract administration.
4. Principles and practices of public agency purchasing.

5. Administrative principles and methods including goal setting, and program development and implementation.
6. Principles and practices of budget preparation and administration.
7. Methods, practices, tools, and equipment common to the building trades.
8. Safety regulations, safe work practices, and safety equipment related to the work.
9. Building and environmental codes, regulations, and guidelines pertaining to the work.
10. Time and cost estimating techniques applicable to the work.
11. Local, state and federal laws, regulations, and standards applicable to the storage and disposal of hazardous materials and waste.
12. RTD employee safety and environmental policies and standards.
13. Operation and maintenance of a wide variety of equipment, hand, shop, and power tools used in the work.
14. Uses of specialized software applicable to the management and evaluation of projects and facilities maintenance operations and standard business software.
15. Principles and practices of sound business communication.
16. Principles and practices of effective management and supervision.

**Ability to:**

1. Plan, integrate, and organize a broad range of complex RTD projects. Manage, coordinate, and evaluate assigned areas of RTD's building, facilities, and operating equipment maintenance and repair operations.
2. Define complex public policy, management, and operational issues, perform complex analyses and research, evaluate alternatives, and develop sound conclusions and recommendations.
3. Principles, practices, methods, and techniques in developing or administering predictive and preventive maintenance programs applicable to assigned responsibilities.
4. Develop and implement goals, objectives, work programs, policies, procedures, work and performance standards, and management controls.
5. Understand, interpret, explain, and apply local, state, and federal laws and regulations governing the maintenance, repair, and alteration of buildings and facilities.
6. Analyze operational and administrative problems, evaluate alternatives, and make sound decisions on effective courses of action.
7. Prepare clear, concise, and comprehensive correspondence, reports, studies, and other written materials.
8. Communicate effectively orally and in writing.
9. Exercise sound, expert independent judgment within general policy guidelines.
10. Exercise tact, discretion, and diplomacy in dealing with sensitive, complex, and confidential personnel issues and employee situations.
11. 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.

***RTD 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.

**HOLIDAYS/**

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

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

**RETIREMENT:** A self-funded retirement program based on funds contributed by the Employee and RTD.

**EMPLOYMENT PROCESS:**

All applications must be completed fully and submitted in an official RTD application form. Incomplete applications will be ejected and cannot be revised after submittal on or before the final filing date. 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.

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. 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.

Proof of American citizenship or authorization to work in the United States must be submitted prior to hiring. RTD will request this documentation at the appropriate time during the hiring process.

RTD 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.

**SUBSTANCE ABUSE TESTING:**

RTD will pay for each perspective employee to take a required substance abuse test. Candidates are cautioned that offers of employment are conditional and subject to the satisfactory completion of the substance abuse tests.

**TO SUBMIT AN APPLICATION:**

- **Online:** Visit us online at [www.sanjoaquinRTD.com](http://www.sanjoaquinRTD.com), or click [here](#) if reading this online.
- **Mail:** San Joaquin RTD, P.O. Box 201010, Stockton, CA 95201
- **In Person:** 421 Weber Avenue, Stockton, CA 95202

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