

**SAN JOAQUIN REGIONAL RAIL COMMISSION
POSITION ANNOUNCEMENT
(Full-Time)**

POSITION: FACILITY MANAGER

SALARY: \$ 66,000 - \$106,000

FUNCTION: Under general direction of the Facilities Superintendent, supervises, coordinates and assists assigned maintenance services program activities and operations including staffing, buildings, streets, landscape, track, vehicles, and equipment maintenance; coordinates assigned activities with other divisions, outside agencies and the public; and provides highly responsible and complex staff assistance to the Facilities Superintendent. Collaborate with the Facilities Superintendent on best procurement practices and process improvement. This position also assists with oversight of budget development and control and ensures environmental/safety compliance and training.

STATUS: Exempt

TYPICAL DUTIES:

Duties listed below are typical, but not exhaustive. Duties vary widely to respond to San Joaquin Regional Rail Commission (SJRRC) goals and objectives.

- Assist with Development and implementing a thorough, comprehensive maintenance program for the Rail Maintenance Facility to ensure that this facility, all its components, machinery and systems and the surrounding rail infrastructure are maintained to the highest standards of functionality, safety, cleanliness and state of good repair.
- Analyzing the resource needs of this facilities maintenance program and arranging for the availability of those resources, whether as part of the SJRRC staff, through the Operations & Maintenance contractor or through qualified, experienced subcontractors.
- Ensure objectives, policies, procedures and priorities are being followed.
- Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.
- Coordinate and review the work plan for assigned maintenance services and activities; assign work activities and projects in accordance with priority; monitor work flow; review and evaluate work products, methods and procedures.
- Gather and analyze data and work requests submitted to establish overall maintenance, major maintenance and preventative maintenance standards, programs and schedules.
- Determine optimum methods of accomplishing work; analyze available budget and staff and elect to accomplish in-house or contract out work.
- Oversee maintenance contracts including specification development, bidding, monitoring and evaluation of work performed.
- Supervise, train, motivate and evaluate maintenance personnel; provide or coordinate staff training; work with employees to correct deficiencies.

- Works with Facility Superintendent on lower series employee's salary reviews and disciplinary actions and plans as needed.
- Participate in the development and administration of assigned program budget; forecast funds needed for staffing, equipment, materials and supplies; recommend adjustments as necessary.
- Inspect facilities to determine physical condition and the quality of work performed by maintenance staff and contractors.
- Assist with oversight of the operation and maintenance of computerized energy management systems.
- Assist with oversight and repair of SJRRC facilities and equipment.
- Collaborate with Facility Superintendent to implement water, gas, electrical and energy conservation programs.
- Attend and participate in professional group meetings as workload allows; stay abreast of new trends and innovations in the field of maintenance services.
- Perform other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Equivalent to the completion of the twelfth grade supplemented by specialized training in civil engineering, business administration, mechanical engineering, electrical engineering or a related field.
- 5 years of increasingly responsible facilities, streets, landscape or fleet maintenance experience, including 3 years of administrative and/or lead supervisory experience.
- Ability to communicate effectively, orally and in writing with tact and diplomacy; includes active listening and oral presentations.
- Effective interpersonal skills; including customer service and the ability to maintain effectiveness under time constraints and pressure situations.
- Strong analytical and problem-solving skills; includes the ability to identify problems, find workable solutions and make logical decisions using sound judgment.

License or Certificate:

- Must possess and maintain valid California class C driver's license

Knowledge of:

- OSHA and other safety training certifications and requirements.
- Modern and complex principles and practices of preventative maintenance.
- Methods and techniques of maintenance scheduling.
- Principles of budget preparation and control.
- Principles of supervision, training and performance evaluation.
- General procurement procedures and contract management practices in the construction and building trades.
- Electrical, mechanical and pneumatic equipment and controls.
- Operational characteristics of machinery and process control components (programmable logic controllers, variable frequency drives, electronic components, computerized control systems)
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state and local laws, codes and regulations

- General principles of Cal-OSHA work safety
- Small gas and electrical power tools
- Landscaping tools
- Utilization of Computerized Maintenance Management System

Ability to:

- Communicate clearly and effectively both orally and in writing.
- Display strong organizational, time management and interpersonal skills.
- Establish and maintain cooperative working relationships internally and externally.
- Maintain records for necessary repairs.
- Operate maintenance vehicles safely.
- Supervise, train and work in conjunction with staff.
- Read and interpret construction and technical drawings, schematics, engineering plans, blueprints and specifications.
- Effectively use a variety of hand and power tools.
- Evaluate vehicle safety.
- Troubleshoot and diagnose vehicle/equipment mechanical and electrical defects.
- Follow procurement process.
- Recognize future maintenance needs and assist with development of programs to respond to those needs.
- Prepare clear and concise reports.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Interpret and explain pertinent department policies and procedures.
- Identify problems and recommend solutions utilizing budget, manpower and best safety practices.
- Make sound and educated decisions based on information compiled from technical and maintenance related data.

Other Requirements:

Familiarity with general office equipment

Irregular work hours

On call as needed or scheduled

Physical and Mental Requirements:

- ENVIRONMENT – Office, shop and field environment; work in confined spaces; work around heavy equipment; exposure to noise, dust, fumes, gases, grease, moving vehicles, computer screens and inclement weather conditions.
- MOBILITY – Frequent operation of keyboards, sitting for extended periods of time, standing for long periods, walking, pushing/pulling, bending, squatting, driving, climbing stairs, ladders or other objects; occasional crawling;
- LIFTING – Frequently 5 – 30 pounds or less; occasionally 30 – 90 pounds; occasionally restraining, lifting/turning heavy objects;
- VISION – Frequent reading and close-up work; normal hand eye coordination;
- DEXTERITY – normal dexterity with frequent writing and repetitive motion;
- HEARING/TALKING – Frequent hearing and talking on the telephone and in person;
- EMOTIONAL/PSYCHOLOGICAL – Frequent public contact and decision making;
- WORKING AT HEIGHT – Elevation up to 70 feet;

- SPECIAL CONDITIONS – May be required to work weekend or evenings.

Benefits Package

GENERAL BENEFITS

- Choice of PPO or HMO plans. 100% employee coverage, 70% dependent coverage
- Vision, dental, and life insurance programs
- Agency contribution equivalent of 15% of employee's base salary to a defined contribution plan (401(a)); five-year vesting program
- Sick leave accrued at 12 days per year
- Vacation leave accrued starting at 10 days per year
- 10 observed holidays
- Floating holidays accrued at four days per year
- Optional deferred compensation program (457)

Middle Manager Benefits

- Agency contribution equivalent of 1% of employee's base salary to a defined contribution plan (457)
- 40 Hours of Administrative Leave/Year on a "use or lose" basis

Selection Process

Applicants that best match the requirements of the position will be invited to take an assessment test and an initial interview. Applicants successful in the initial interview may be asked to return for additional interviews as warranted.

To Apply

Interested applicants must submit both a resume and an SJRRC application for employment by email to acejobs@acerail.com, fax to (209) 944-6245, or mail to:

San Joaquin Regional Rail Commission
Attn: Human Resources
949 East Channel Street
Stockton, CA 95202

Applications can be downloaded from the ACE website www.acerail.com or picked up at the above address. SJRRC is an Equal Employment Opportunity Employer.

For more information about SJRRC and ACE, visit www.acerail.com.

For more information about SJJPA, visit www.sjjpa.com.