



The Rhode Island Public Transit Authority (RIPTA) is recruiting *internally and externally* to the position of **Executive Director of Facilities and Maintenance**. This is a Non-Represented position and is contingent upon budget approval.

Position: Executive Director of Facilities and Maintenance

Posting Period: February 27, 2023 through March 10, 2023

Salary: \$94,597.65 to 118,247.06 Annum

Union Affiliation: Non-Represented Position

Reports To: Chief of Security and Operations

Summary of Position:

Under general direction from the Chief of Security and Operations, this high-level management position is responsible to oversee a departmental program that includes facilities and vehicle maintenance. This position is also responsible for the implementation of all policies and practices related to the daily delivery of safe and reliable scheduled services. This position will work directly with external service providers, on-site facility staff, business leaders, and internal departments. This position will be responsible for setting key performance indicators for third party vendors, perform comprehensive business reviews, manage contracts, vendor training and implement sound practices for asset management;

To assist in the planning and implementation of a comprehensive program for the acquisition, leasing, construction repairs, replacement and maintenance of RIPTA buildings, and equipment, including responsibility for assisting in developing space utilization plans for departmental owned facilities; to assist in the supervision of a staff assigned to the detailed development of specifications, leases, the development of appropriate additions and renovations and/or such space utilization plans, as may be required, assuring that all such real property as is used by the department conforms to appropriate codes and/or laws regulating their use.

Essential Duties and Responsibilities:

- Responsible for the administration and supervision of the Maintenance Department resources and personnel to assure that vehicles and facilities are maintained in a safe, clean, and reliable operating condition;
- Responsible for technical expertise to enhance existing and new client programs including short- and long-range planning, construction and renovation projects, preventative and corrective maintenance, energy management, grounds, and landscaping, and janitorial services;
- Coordinates activities with the Transportation Department and the community at large in response to daily problems and changing priorities; develops contingency plans in response to changing conditions or problems;
- Oversee division managers responsible for meeting bus availability needs to ensure safe and reliable service;
- Directs the development and implementation of equipment quality control programs to ensure that equipment and personnel operate safely and effectively;
- Participates in the review federal and state regulations regarding issues of concern to the Authority and ensure that all requirements of such regulations are met;
- Establish and maintain systems and reports to review the effectiveness of the Maintenance Operation;
- Serves as secondary contact for all regulatory agencies;
- Establish and maintain sound Labor-Management relations;
- Serves as a member of the Environmental, Chemical Review and Safety Committees;
- Participate in a wide variety of special Maintenance projects and compiles special reports;
- Provides oversight and direction in the development of specifications for new equipment and facilities and computerized technology;
- Provide for other duties as required by the position and agency needs.

The above duties and responsibilities are not intended to limit specific duties and responsibilities of any particular position, nor are they intended to limit in any way the right of supervisors to assign, direct, and control the work of employees under their supervision.

Qualification Requirements and Selection Process:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions;
- Must possess the ability to manage a large organization, including policy development, personnel development, program development, delegation and prioritization;

- To compile and execute sound fiscal management programs, involving the preparation of the divisional budget for approval by the chief of the department and CFO, maintenance of a quarterly allotment system, initiation of requests for transfer of funds, and maintenance of payroll records;
- To compile and analyze pertinent data in order to formulate agency goals and priorities and in determining policies, procedures and programs in reaching established goals;
- Must possess exemplary leadership skills;
- Must be able to deal effectively and respectfully with superiors, subordinates, vendors, and contractors;
- Must be able to prepare clear and concise oral and written reports;
- Must be able to make presentations to the CEO, Board and other department managers;
- Must be able to make decisions rapidly and under pressure recognizing the constraints of labor and equipment;
- Must possess a comprehensive knowledge of maintenance operations, including preventive maintenance, labor relations, contract administration and equipment specifications;
- Interested applicants should submit their resume and written request to the Human Resources Department by due date;
- May be required to pass an oral interview and/or written assessment;
- Applicant will be required to submit a Bureau of Criminal Investigation (BCI) from their state of residence to Human Resources when a conditional offer of employment has been made;
- Applicant must provide RIPTA a copy of any required licensure and/or certifications needed to perform job functions prior to appointment;
- Applicant must provide RIPTA with a copy of degree and/or transcripts from accredited educational institution;
- Applicant will be required to pass a nationwide full criminal background check to be conducted by RIPTA;
- Applicants claiming Military status; should submit a copy of the DD-214 form.

Education:

Graduation from a college of recognized standing.

Experience:

- A thorough knowledge of general building operating and maintenance activities;
- Such as may have been gained through employment in a responsible administrative position in the field of building operation and maintenance;
- The ability to compile and maintain a balanced departmental budget and to perform related fiscal functions;
- The ability to deal effectively with superiors, subordinates, vendors, and contractors;
- The ability to assist in the formulation of agency policy and programs;
- The ability to prepare clear and concise oral and written reports; and related capacities and abilities;
- A minimum of five (5) years supervisory experience responsible for oversight of property, facilities and vehicle maintenance;
- A minimum of five (5) years of budgeting and forecasting experience;
- A minimum of five (5) years' experience in and exposure to building facility services and projects and processes;
- Must possess essential technical expertise to enhance existing and new maintenance structures and initiatives, to include short- and long-range maintenance plans, construction and renovation projects, preventative and corrective maintenance of buildings and grounds, utility functions and vehicle programs.

OR: any combination of education and experience that shall be substantially equivalent to the above education and experience.

Independent Action:

Able to oversee the daily operations with little to no supervision.

Supervisory Responsibility:

Director of Buildings and Maintenance
 Assistant Superintendent of Vehicle Maintenance
 Maintenance Records Specialist
 Maintenance Records Analyst
 All Maintenance Personnel

Interested applicants should submit their cover letter, resume and RIPTA employment application to the Human Resources Department at 705 Elmwood Avenue, Providence, RI 02907, on-line via www.ripta.com/careers or via email to jobs@ripta.com no later than Friday, March 10, 2023.

RIPTA is an Equal Opportunity Employer: It is the policy of the Rhode Island Public Transit Authority that no employee or applicant for employment will be discriminated against regardless of race, color, sex, age, national origin, religion, disability status, veteran status, sexual orientation, marital status and/or gender identity or expression.