



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

**Position:** Director of Facilities and Maintenance

**Posting Period:** October 25, 2024 to November 15, 2024

**Salary:** \$85,788.54 to \$107,235.67 Annum (Pay Grade N05)

**Union Affiliation:** Non-Represented Position

**Reports To:** Deputy Chief of Project and Facilities Management

**Summary of Position:**

This is a senior level management position, under general direction from the Deputy Chief of Project and Facilities Management of Maintenance (DCPM). The Director of Buildings Maintenance is responsible for all RIPTA facilities (buildings, installed equipment, land, bus stops and amenities) being maintained in a state of good repair, assuring effective operations 24 hours a day, 365 days per year. Hours of operation include early morning, afternoon and evening shifts, as well as weekends and holidays as directed. This position requires flexibility to work schedule and location as defined by business needs.

This position is responsible for the Building & Grounds Department and Utilities Department. This position shares oversight of assigned administrative staff with the Manager of Vehicle Maintenance Department and works directly with external service providers, 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.

This position coordinates and works closely with all RIPTA departments to ensure compliance with all applicable safety, environmental, security, and other RIPTA regulations as well as all State, Federal, FTA and DOT requirements.

**Essential Duties and Responsibilities:**

- Responsible for the execution and supervision of day-to-day Building Maintenance, to assure that facilities are maintained in a safe, clean, and reliable operating condition;
- Understands all federal and state regulations regarding issues of concern to the Authority and ensure that all requirements of such regulations are met;
- Serves as primary emergency response coordinator for Facility and Grounds operations;
- Maintains sound Labor-Management relations;
- Oversees quality control programs to ensure that buildings equipment and personnel operate safely and effectively;
- Coordinates with structural, electrical and mechanical contractors regarding specification requirements;
- Work closely with the Project Management Group on new facilities and infrastructure;
- Supervises emergency conservation activities as well as replacement and setting up preventative maintenance programs and schedules;
- Establishes departmental priorities to plan and direct the work activities to achieve Authority goals;
- Reviews maintenance reports and correspondence;
- Serves as member of the Environmental, Chemical Review and Safety Committees;
- Participates in a wide variety of special Buildings projects;
- Responsible for the management and supervision of the Building & Grounds Dep and the Utility Department, and shares oversight of assigned administrative staff;
- Ensure proper record keeping of all maintenance and procurement activities;
- Prepare a Transit Asset Management Plan every four years as required by the FTA;
- Prepare records for, and participate in, each FTA Triennial Audit;
- Performs other related duties as assigned.

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**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 developments, personnel development, program development, delegation and prioritization;
- Must be able to make decisions rapidly and under pressure recognizing the constraints of labor and equipment;
- Must possess a comprehensive knowledge of Buildings maintenance operations, including preventive maintenance, labor relations, contract administration and equipment specifications;
- Must possess all applicable environmental and compliance certifications or willing and able to do so;
- 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:**

- A Bachelor's Degree in Facilities Management or other technical degree.
- High School diploma with eight (8) years of experience in Facilities Management acceptable.

**Experience:**

- A minimum of eight (8) year in related buildings experience required.
- A minimum of eight (8) years of experience in the management and oversight of Buildings Maintenance functions is required.
- A minimum of (10) year of Personnel supervisory experience is required.

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

**Independent Action:**

Must be capable to oversee the daily operations with little to no supervision.

**Supervisory Responsibility:**

- Buildings & Grounds Department
- Utility Department
- Administrative Staff

**Interested applicants should submit their cover letter, resume, required job specific licenses/certifications and RIPTA employment application to the Human Resources Department at 705 Elmwood Avenue, Providence, RI 02907, on-line via RIPTA's website [www.ripta.com/careers](http://www.ripta.com/careers) or via email to [jobs@ripta.com](mailto:jobs@ripta.com) by Friday, November 15, 2024. Telephone calls regarding application status will not be accepted.**

**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.