



Sacramento Regional Transit District Facilities Supervisor

SALARY	\$7,702.08 - \$10,837.60 Monthly	LOCATION	Sacramento, CA
JOB TYPE	Full Time	JOB NUMBER	2025-00200IE
DEPARTMENT	Facilities Maintenance	OPENING DATE	02/25/2025
CLOSING DATE	3/17/2025 11:59 PM Pacific	RECRUITMENT TYPE	Internal/External

Description

The purpose of this position is to supervise employees, resolve problems, coordinate and oversee repair and maintain district property and equipment, administer work units, record and analyze data, oversee the Compressed Natural Gas fueling plant operations, maintenance and repairs, and administer telephone cabling systems. This is accomplished by receiving written requests from internal customers for facilities services, prioritizing and scheduling these requests, requisitioning and purchasing supplies and materials, authorizing, coordinating, and scheduling work with vendors and contractors, performing supervisory duties, and maintaining employee records. Other duties include overseeing district property maintenance, including plumbing, lighting, equipment repair, procuring and managing vendor contracts, managing related projects.

Examples of Duties

- Oversees field operations by investigating and responding to customer requests and complaints, identifying unsafe and hazardous conditions, conducting general inspection of various District facilities to ensure federal, state, and local code compliance. Relocating equipment, staffing, and materials, managing contractor crews, overseeing the Compressed Natural Gas fueling plant operations, maintenance and repairs and completing administrative duties such as providing staff oversight, planning, prioritizing, assigning, supervising, and reviewing the work of subordinates, working with employees to correct deficiencies, preparing performance evaluations.
- Maintains facilities by planning and scheduling daily work duties, reviewing plans and specifications for maintenance requirements, coordinating with contractors and other District departments to accomplish work tasks.
- Oversight of projects and a variety of special programs by reviewing project scopes and conceptual designs, coordinating projects in conjunction with outside agencies for inspection and approvals, providing project updates to District staff, overseeing the work of contractors, verify conformance to specifications and regulations, opening and/or closing work orders, contacting customers upon project completion. Working with different agencies regarding permit certifications and licenses, identifying unsafe and hazardous conditions, performing a variety of technical duties and inspections, and recording and analyzing data.
- Records and analyzes data by maintaining work records, accomplishing a wide variety of technical duties, performing preventative maintenance, creating work orders and purchase requisitions, inspecting and maintaining work unit documentation, reviewing subordinate reports, administering remedial and preventive maintenance modules, and reviewing and approving facility and project plans and specifications.
- Provides oversight by coordinating work activities and coverage for the assigned shift and assigning overtime as required, enforcing departmental policies and procedures, monitoring and recording employee attendance,

establishing and maintaining specific work goals and objectives, assigning scheduled and unscheduled maintenance, overseeing vacation and floating holiday selection, addressing any labor-relations issues, completing probationary or promotional employee evaluations, coordinating work assignments for employees as appropriate by classification, developing and implementing a variety of training programs, maintaining and scheduling recertification programs, ensuring training records are correct, conducting assessments through periodic observation, and evaluating new equipment and repair techniques.

Minimum Qualifications

A combination of education and/or experience that provides the required knowledge, skills and abilities to perform the essential functions of the position. SacRT reserves the right to determine the equivalences of education and experience.

Education: Associate's degree, diploma or equivalent from an accredited college, technical, business, vocational, or correspondence school in Construction or Facilities Management, building inspection/code enforcement or a related field.

Experience: A minimum of three (3) years of experience in facilities maintenance and practices. One (1) year of lead or supervisory experience is preferred.

Certification & Other Requirements: Possession of a valid driver's license is required with the ability to obtain and maintain a valid California Class C driver's license.

Proof of required education beyond high school, such as college transcripts, diplomas, and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.

Filing Instructions/Supplemental Information

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application is required for this position. Applications, job announcements, and copies of the complete job description are available at our website at www.sacrt.com.

Completed employment application and proof of education, as outlined above, must be submitted online no later than Monday, March 17, 2025, at 11:59 p.m. SacRT will not process incomplete applications. Resumes are not accepted in lieu of an application but may be included with the application. For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

SacRT has a stand-alone pension plan which is not part of, nor does it have reciprocity with CalPERS.

SacRT is an Equal Opportunity EOE Employer - Minorities/Women/Disabled/Veterans.

This position falls under the AFSCME, Local 146 Collective Bargaining Agreement.

Employer

Sacramento Regional Transit District

Address

1400 29th Street

Sacramento, California, 95816

Phone

9165560298

Website

<http://www.sacrt.com/>

Facilities Supervisor Supplemental Questionnaire

*QUESTION 1

Describe your experience supervising or leading a team in a maintenance or facilities management environment. Include examples of how you prioritized work orders, assigned tasks, and ensured compliance with safety regulations and codes. In your response, include the employer and number of years/months you performed the function.

*QUESTION 2

Describe your experience in facilities maintenance, including your approach to corrective and preventative maintenance. Provide examples of how you have implemented best practices to ensure the efficient operation of equipment and facilities. In your response, include the employer and number of years/months you performed the function.

*QUESTION 3

Describe your experience with quality control in a maintenance setting. How have you ensured that work performed by staff or contractors met specifications, codes, and quality standards? Provide specific examples of how you identified and resolved issues related to quality control. In your response, include the employer and number of years/months you performed the function.

* Required Question