

RHODE ISLAND PUBLIC TRANSIT AUTHORITY POSITION DESCRIPTION

Job Title: Executive Director of Facilities & Maintenance **Date:** January 2019

Department: Maintenance **Supercedes:** September 2014

Reports to: Chief of Security & Operations

Summary of Position:

This is a senior level management position, under general direction from the Chief of Operations. The Executive Director of Buildings & Maintenance is responsible for all operations of the Maintenance Department, to insure that equipment and buildings meet the needs of the Authority, while leading the Department with a focus on improving the overall productivity, efficiency and effectiveness.

This position is responsible for the direction of all functions of the Maintenance Department ensuring that enforcement of RIPTA maintenance standards regarding on-time performance in the maintenance all Buildings, Equipment and Rolling stock. This position is also responsible for the implementation of all policies and practices related to the daily delivery of safe and reliable scheduled services, are upheld, while assuring compliance with established departmental budget. The Executive Director of Buildings & Maintenance will serve as the Maintenance Department liaison for Labor/Management relations resolving issues and grievances and participate with members of the community for purposes of promoting the use of mass transit.

Essential Duties and Responsibilities:

- Responsible for the administration and supervision of the Maintenance Department to assure that vehicles and facilities are maintained in a safe, clean, and reliable operating condition.
- Direct all bus and buildings maintenance functions; including the oversight of subordinate managers in meeting bus availability needs to ensure safe and reliable service.
- 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.
- 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.
- Directs the development and implementation of equipment quality control programs to ensure that equipment and personnel operate safely and effectively.
- 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.
- Responsible for the establishment of a project management system.
- Responsible for the management and supervision of all Maintenance Department employees.

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- Provides oversight and direction in the development of specifications for new equipment and facilities and computerized technology.
- Other related duties as assigned.

Qualification Requirements:

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 ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Basic Knowledge:

A high school diploma/GED required; Business Management Certifications or Bachelor's Degree preferred. A technical education in Mechanics and Electrical or background required. This person must possess the ability to manage a large organization, including policy development, personnel development, program development, delegation and prioritization. The holder of this position must be able to make decisions rapidly and under pressure recognizing the constraints of labor and equipment. They must possess a comprehensive knowledge of maintenance operations, including preventive maintenance, labor relations, contract administration and equipment specifications.

Experience:

A minimum of ten (10) years related experience required.

Experience in the management and oversight of a Maintenance function and a minimum of ten (10) years supervisory experience is required.

Independent Action:

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

Supervisory Responsibility:

Director of Buildings and Maintenance

Manager of Vehicle Maintenance

Maintenance Records Specialist

Maintenance Records Analyst

All Maintenance Personnel