**Class Summary**

The responsibilities of this classification include managing, supervising and directing all operations of the Rail Facilities work unit engaged in the maintenance and repair of Rail base(s), buildings, facilities and structures as well as all future Rail extension facilities.

**Distinguishing Characteristics**

This is a standalone classification. Work involves managing all aspects of the assigned unit and ensuring operational readiness and cost effective operations and maintenance of the full range of Rail transit buildings, facilities and structures. Work includes achieving Facilities unit performance improvement and operational goals, and establishing the systems and processes required to fulfill those goals. Work also includes determining, ensuring and allocating all required personnel, financial, physical plant and equipment resources. Supervising subordinate supervisors and staff; ensuring compliance and establishing procedures consistent with Rail Facilities operating and maintenance policies and procedures as well as applicable local, state and federal codes and regulations; analyzing, forecasting and reporting on facility maintenance, repair and construction trends, costs and performance metrics; and participating as a key member of the Rail section management team. Work is performed independently under the general supervision of a higher-level transit manager.

**Examples of Duties**

1. Establish strategies, goals, objectives and performance indicators to improve and enhance Rail Facilities maintenance performance; ensure conformance with all contractual and regulatory requirements as well as industry standards and best practices.
2. Coordinate with Sound Transit and other agencies, utility companies, engineering firms and contractors; ensure compliance with all contract and work specifications.
3. Plan, direct and evaluate the maintenance and repair work performed by the assigned unit; develop, implement and refine comprehensive preventive maintenance programs, operations and schedules for Rail fixed-assets, equipment and the DSTT; establish and ensure work performed adheres to quality and safety standards and preventive maintenance schedules.
4. Develop plan and schedule maintenance management and preventive maintenance programs to ensure optimum use, sustainability and performance of Rail equipment and infrastructure; ensure maintenance operations are in conformance with all contractual and regulatory requirements.
5. Supervise administrative support, professional staff and subordinate supervisors directing the work of a variety of skilled trades and craft, administrative and maintenance support staff. Hire staff consistent with assigned hiring authority; create harmonious working relationships with multiple collective bargaining units and ensure consistent application of labor policies, contract provisions and hiring guidelines; fulfill required responsibilities in grievance and arbitration processing and adjudication.
6. Develop project bid specifications, coordinate contract bidding and award processes and negotiate contracts; approve and signoff on acceptance of completed projects.
7. Provide guidance and direction to subordinate supervisors and other staff concerning complex or sensitive issues and problems; establish work performance standards and initiate corrective actions when required; review existing operational and administrative policies and procedures, and recommend improvements or modifications to higher-level management.
8. Provide supporting data and recommendations to management in the formulation of the Rail Facilities operating budget; manage and administer the work unit maintenance budget; authorize expenditures within designated authority level; monitor budget and maintain expenditures within approved levels; manage and administer contractor and vendor service, supply, repair, construction and related contracts as required.
9. Develop and implement emergency response plans; establish and implement work safety programs and policies; develop and implement employee training on emergency response and safety protocols, practices and procedures.
10. Enter and extract data and produce varied analytical reports and summaries from automated asset and maintenance management information systems.
11. Participate and represent Rail Facilities in a wide variety of internal and external work groups, project teams, committees and task forces.
12. Act for higher-level manager as assigned.
13. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of the work performed by a variety of building trades including carpentry, electrical, plumbing, HVAC and similar occupational specialties

Knowledge of local, state and federal codes and regulations that apply to commercial and transit properties and facilities

Knowledge of the principles, practices and techniques involved in the maintenance and repair of a large inventory of mass transit properties, facilities and structures

Knowledge of the operations, policies and procedures of the Transit Division

Knowledge of human resources management, supervisory principles and federal, state and local laws related to employment, civil rights and affirmative action

Knowledge of the principles, practices and techniques of labor relations that include interest-based or collaborative labor negotiations as well as grievance and arbitration processes

Knowledge of workforce planning and budget administration

Knowledge of automated energy management, maintenance and asset management information systems

Leadership skills

Communication skills

Interpersonal skills

Customer service skills

Skill in planning and delegating work assignments

Skill in conflict resolution, problem solving and negotiation

Skill in statistical and operational analysis

Skill in handling multiple competing priorities

Skill in working with a variety of individuals from diverse backgrounds

Skill in establishing and maintaining effective working relationships and team building

Skill in staff development and training

Ability to work independently and as a team member

Skill in using current office software programs including word processing, spreadsheet, database and email

**Education and Experience Requirements**

Bachelor’s degree in Business Administration, Facilities Maintenance, Facilities Management or related field and four years of increasingly responsible supervisory and/or management experience including two years in facilities management/maintenance

OR any combination of education and experience that clearly demonstrates the ability to perform the job duties of the classification

**Licensing, Certification and Other Requirements**

Washington State Driver License or the ability to travel throughout the county in a timely fashion

Work requires remaining on-call on a periodic schedule to respond to emergent critical needs, emergencies or other special circumstances

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| **FLSA Designation** | Exempt (Administrative) |
| **Service Status** | Career Service |
| **EEO Code** | 7 |
| **Levels within same series** | None |
| **Class History** | Created 11/2015 |