



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
JOB POSTING – #2023-32**

CLOSING DATE: OPEN UNTIL FILLED

Job Title: Facilities Maintenance Tech I Supervisor

FLSA Status: Exempt

Work Location: 5658 Bear Lane; and other various locations

Department: Facilities Maintenance

Reports To: Facilities Building Manager

Grade: 23 **Salary:** \$27.19 - \$44.30
(Min-Max)

Work Schedule: Monday – Friday 7:00 am – 3:30 pm, as needed

General Summary: Under the direct supervision of the Facility Building Manager, the Facilities Maintenance Tech I Supervisor performs responsible supervisory work involving the assignment and direct supervision of Facilities Maintenance Tech I employees in maintaining landscaping, development, and care of extensive and elaborate grounds for facilities and designated areas associated with the Corpus Christi Regional Transportation Authority.

Essential and Marginal Job Functions: Essential and other important responsibilities and duties that must be performed, with or without reasonable accommodation may include, but are not limited to, the following:

- Supervises employees to include: prioritizing and assigning work; conducting performance evaluations; ensuring employees are trained and identifying areas of necessity; making hiring, termination, and disciplinary recommendations.
- Develop employee skills via the appraisal process, coaching, encouragement, training, and use of the disciplinary process.
- Plans, assigns, and reviews work activities of assigned grounds maintenance crews and personnel.
- Trains staff in proper techniques and procedures in the use of tools, equipment, and chemical applications and provides guidance and expertise regarding facilities maintenance activities.
- Organizes and supervises spraying, mowing, pruning, and maintaining shrubs, trees, and landscaped areas
- Coordinates and participates in pesticide applications, planting, and fertilizing activities.
- Performs inspections of the facilities and transfer stations; Inspects work in progress and upon completion for quality, accuracy, and timeliness.
- Oversees operation of power equipment; verifies equipment is in safe and proper operating condition; assists in completing grounds maintenance work as needed.
- Monitors planned preventive maintenance
- Prepares and maintains a variety of records related to personnel, time records, work orders, equipment operation and repair, sprinkler timers, and site inspections.
- Assists in reviewing work order requests and recommending proper methods, tools, equipment, and personnel for completing jobs.
- Assists with budgeting by Collaborating with Facilities Building Manager and upper management
- Practices our core value of Integrity by building a culture of healthy and safe working environment as conditions change; conducts routine inspections, communicates and reinforces safety policies

and procedures, and reviews daily observations; holds regular staff/safety meetings with work crews;

- Carries and operates a CCRTA-owned cell phone/portable radio to maintain workplace communication.
- Shows our core value of Innovation as an active member of the department leadership team, encouraging creativity, sharing valued remarks, and demonstrating perseverance with recommendations to the Facilities Building Manager.
- Shows our core value of Respect when representing the department at meetings regarding CCRTA activities, customer service, or other topics of general interest to the department or CCRTA Community.
- Collaborates with the CCRTA community and promotes healthy working relationships on a regular basis through professionalism and courtesy.
- Contributes to the overall success of the department by performing other essential duties and responsibilities as assigned.

It is the CCRTA's business philosophy and practice to provide reasonable accommodation to the known physical or mental disabilities of qualified individuals, according to applicable state and federal law. To request a reasonable accommodation regarding your application for employment or the performance of the essential functions of your job, please contact the Human Resources Department at (361) 289-2712.

Qualifications include:

Knowledge of:

- Supervisory principles
- Methods, equipment, and materials used in grounds maintenance
- Occupational hazards, standards safety practices, and Material Safety Data Sheet (MSDS) regulatory requirements;
- Characteristics of plants, trees, and grasses common to the area
- Office cleaning and/or shop maintenance cleaning using various types of floor equipment;
- Standard safety procedures and precautions.
- Types and techniques of plant disease and pest control.
- Herbicide application and mixing
- Utilization of technological tools and programs including, but not limited to: various aspects of Microsoft Office, and websites.

Ability to:

- Comply with CC Regional Transportation Authority's policies and procedures and federal, state, and local government regulations; maintain confidentiality regarding all CCRTA-related business information and personnel issues
- Drive a service vehicle, both automatic and standard transmissions;
- Ability to lift heavy equipment and comfortable standing or walking for long periods of time
- Work independently in the absence of supervision;
- Respond to public inquiries in a courteous manner;
- Learn to perform a variety of skilled work in the area of work assigned;
- Interpret written instructions and warning labels or cleaning chemicals;
- Arrange things or actions in a certain order or pattern according to a specific rule or set of rules, which also utilizes supplies and equipment properly, and without waste;
- Use good judgment as it relates to safety, professional conduct, and work-related matters;

- Operate, a truck, occasionally a forklift, and a motorized industrial sweeper and scrubber;
- Interact courteously and effectively with a diverse internal customer base;
- Work immediately before or immediately after an emergency as required as part of the CCRTA's Emergency Response Team to provide emergency services to the general public during emergency situations;
- Willingly foster a positive work environment; and
- Understand and follow oral and written instructions.

Skills:

- Good literacy skills and a basic understanding of math in order to use checklists, complete written accident/incident reports, and mix/use cleaning solutions and materials properly and safely;
- Proficient oral and Communicate effectively both verbally and in writing;
- Effective interpersonal skills;
- Great time management, organization, and prioritization abilities; Maintain a dependable attendance record
- Attention to detail and efficient problem-solving skills.

Experience and Training Requirements:

This position requires any equivalent combination of the following training, education, and experience that provides the individual with the required knowledge, skills, and abilities to perform the job.

- **Education:** High School Diploma or G.E.D.; Courses in supervision or management preferred.
- **Experience:** Minimum four (4) years of increasingly responsible experience in landscaping work, including one (1) year of work experience in a responsible supervisory role. Working in a similar setting is preferred.
- **License or certificate:** Must possess a valid Texas Driver's License.
- **Other Requirements:** Must be at least 18 years of age. Any job offers and continued employment are contingent upon completing and passing a pre-employment job agility evaluation, physical, drug, and alcohol screen, and background investigation.

Working Conditions and Physical Requirements:

While performing the duties of this job the employee will predominantly work outside and in a shop environment. The employee is exposed to extreme weather conditions and to wet and/or humid conditions; moving mechanical parts. Employees will work in an environment where there is a risk that they will be exposed to chemicals and fumes. An average amount of overtime and extended work hours are required. The noise level in the work environment is moderate to high. Standard physical activity includes, but is not limited to, standing, and walking activities. Essential and marginal functions require the ability to grasp with both hands, twist both wrists, use both arms to push, pull, hold, and carry items, bend, kneel, squat, and twist safely. Work requires the ability to lift up to 50 lbs. and store at shoulder height or higher. Machinery and tool operation require the use of safety equipment to include but not limited to, eye safety glasses and work boots.