



JOB POSTING #2025-10

CLOSING DATE: March 4, 2025

Job Title: Facilities Maintenance Supervisor

FLSA Status: Exempt

Work Location: 5658 Bear Lane; Various Locations

Department: Facilities Maintenance

Reports To: Facilities Building Manager

Pay Grade: 26 **Salary:** \$32.72 - \$53.34

Work Schedule: Monday – Friday 8:00 am – 4:30 pm

General Summary: Under general direction, organizes, monitors, and supervises Facilities Maintenance Technician II's regarding day-to-day operations; and provides technical assistance to the department's Facilities Building Manager

Essential and Marginal 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:

- Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for Facility Maintenance.
- Establish schedules, work orders and methods for providing facility maintenance services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
- Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
- Participate in the preparation and administration of the facility maintenance budget; submit budget recommendations; monitor expenditures; prepare cost estimates; submit justifications for equipment; monitor budget expenditures.
- Monitor and direct the ordering of supplies, equipment; tools and capital items, as necessary; prepare documents for equipment procurement; prepare specifications and contracts for contract services.
- Organize, implement, and direct facility maintenance operations and activities.
- Train or coordinate training in facility maintenance methods, procedures, and techniques.
- Develop and organize preventative maintenance and safety inspection programs for all facilities and equipment.
- Coordinate minor construction projects, remodels, and other special projects in the Facilities Department.
- Support the Facilities Building Manager in the preparation of small purchases, requests for quotes, and purchase requisitions.
- Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of facility maintenance; incorporate new developments as appropriate into programs.
- Coordinate with contractors in providing contract services for contracts, as needed.
- Provide information to the public; investigate complaints and recommend corrective action as necessary.
- Analyze and interpret construction drawings, plans, specifications, service and instruction manuals, and interpretation and explanation of pertinent departmental policies and procedures.

- Complete all required reports and records in a timely and accurate fashion.
- Establishes and maintains effective working relationships with those contacted in the course of work.
- Wears personal protective equipment and comply with safety regulations.
- Maintains confidentiality regarding all CCRTA-related business information and personnel issues.
- Performs a variety of related duties and responsibilities as required.
- Performs other duties as assigned.

Qualifications include:

Knowledge, Skills, & Abilities:

- Materials, methods, terminology, equipment and tools used in the maintenance, repair, and construction of building structures and systems including those used in performing rough and finished carpentry, plumbing, heating, electrical, mechanical, and painting work.
- Operations, services, and activities of a building maintenance, repair, and construction program.
- Principles of supervision, training, and performance evaluation.
- Basic principles and practices of municipal budget preparation and administration.
- Principles and practices of safety management.
- Effective time management.
- Excellent computer skills, including the ability to work effectively with Microsoft Excel and Word.
- Possess innovative, resourceful, and proactive disposition, committed to ensuring continuous improvement of capacity and delivering quality service.
- Ensure compliance with CCRTA policies and procedures, environmental safety laws and regulations, pertinent local, state, and federal laws, ordinances, codes, rules, and standard safety procedures.
- Strong ability to expect challenges and proffer effective solutions to them.
- Communicate effectively through both verbal and written means in English usage, spelling and vocabulary.
- Supervise, train and evaluate assigned staff.
- Develop cost estimates for supplies and equipment.
- Demonstrate tact and diplomacy with the public.
- Develop and recommend systems and procedures related to assigned operations.
- Willingly foster a positive work environment.
- Provide service in a courteous and professional manner.
- Multi-task and work with a diverse group of people.
- Exercise independent judgment and responsible decision making.
- Maintain a dependable attendance record.
- Operate a variety of office equipment including a computer, calculator, copier, facsimile machine, shredder, and typewriter.
- Type at a speed necessary for successful job performance.
- Interpersonal communication skills at a level suitable for courteous business interaction with the all staff and management levels within the Authority, representatives and officials of public and private agencies, vendors, and the general public.

Physical Requirements:

Standard physical activity includes, but is not limited to, standing, and walking activities. Essential & marginal functions require the ability to grasp 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 to 60 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.

Working Conditions:

Will work part time in the field and in a shop, environment supervising staff and conducting quality control inspections and part time in a typical, climate-controlled office environment. Average amount of overtime and extended work hours are required. The noise level in the work environment is moderate to high.

It is 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 reasonable accommodation regarding application for employment or the performance of the essential functions of your job, please contact the Human Resources Department at (361) 903-3528.

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:** Associate degree from 2-year College or accredited business school with course work in business, management, engineering or a related field or related mechanical experience in the military or reserves.
- **Experience:** Four years of increasingly responsible facility maintenance experience including some lead supervisory experience.
- **License or certificate:** Possession of an appropriate, valid TX Driver's License on the date of application as required for position to operate CCRTA vehicles.

CCRTA is proud to be an Equal Employment Opportunity Employer, supporting diversity in the workplace.
M/F/D/V