



NEW EMPLOYMENT OPPORTUNITY

Facilities Administrator

(Full-Time w/ Full benefits)

Salary Range: \$9,780 - \$13,203 per month

Application Deadline: March 14th, 2025 4PM

Please submit supplemental questionnaire with application

The Riverside County Transportation Commission (RCTC/Commission), established through California State law, oversees funding and coordination of all public transportation services within Riverside County. The Commission's responsibilities have grown in the over 41 years since its inception from coordinating highway and transit planning and identifying projects for state and federal funding to responsibility for all aspects of region-wide planning for Riverside County's mobility and operating toll facilities. Join an amazing team at RCTC and help plan and deliver transportation solutions!

General Description:

Under general direction, plans, oversees, and coordinates the construction, maintenance, and repair of RCTC owned and/or leased office and toll facilities and/or RCTC current and future owned or leased rail stations and operating and non-operating railroads; plans and coordinates construction and maintenance projects with other local and state agencies; administers contracts and manages the work of contractors; performs minor facility construction and maintenance work; and performs related work as required.

This classification is responsible for administering maintenance contracts and overseeing the work of consultants/contractors, as well as managing minor facilities construction projects additions, renovations, repairs, and ongoing maintenance and operations of RCTC office and toll facilities or rail stations and railroads. Positions coordinate with local and federal agencies to manage construction and maintenance of assigned facilities. Assignments require knowledge of public contracting requirements as well as familiarity with structural, electrical, and mechanical facilities construction and elements of the Uniform Building Codes.

Qualifications

Required: Equivalent to graduation from an accredited four-year college, university, or professional trade training with major coursework in facilities management or related field, **and** five (5) years of progressively responsible experience in facilities maintenance management, building engineering, and/or as a general contractor including experience overseeing staff performing skilled trades, preferably within a government agency.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develop long-term and short-term plans, goals, objectives, and procedures for facilities construction and maintenance services and projects.
- Procures, administers, and monitors contract services for various skilled maintenance work including but not limited to building security, carpentry, electrical, heating, ventilation, and air conditioning (HVAC), painting, and other trades and maintenance services; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Inspects work in progress and completed work performed by contractors for accuracy, proper and safe work methods and techniques, and compliance with applicable standards, regulations, and specifications.
- Documents the progress of the works, develop daily reports, photo documentation, and identifies any deficiencies and develops corrective actions.
- Serves as a liaison for and coordinates assigned functions to engineers, contractors, vendors, other RCTC departments, and outside agencies such as the County of Riverside.
- Prepares annual budget for assigned projects and activities; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors and controls expenditures.
- Coordinates with various departments to seek funds for the execution of the annual maintenance plan.
- Manage and monitor the funds allocated for the various maintenance projects and works.
- Develops requests for proposals for contract services, materials, supplies, equipment, etc.; gathers information to prepare scope of work and any technical specifications; participates in pre-proposal conferences; evaluates proposals and recommends awards; administers contracts and maintains cooperative working relationships with various contractors and consultants.
- Reviews, analyzes, documents, and approves claims and invoices submitted against contracts and works with the Finance Department on proper coding and payment.
- Reviews contract plans and specifications for compliance with appropriate building codes and project requirements.
- Analyzes and evaluates maintenance-related claims and disputes; assesses or validates entitlement and quantification of damages to promote a successful resolution in an efficient and timely manner.
- Plans and implements a comprehensive, cyclical preventive maintenance program for assigned facilities; conducts condition assessments of current facilities, identifies needs, and coordinates maintenance, repairs, and minor construction projects as needed.
- Provides project management for a variety of maintenance and minor construction projects; reviews and comments on project designs, specifications, and contractor submittals; provides work direction to contractors; reviews and controls quality of work; inspects and evaluates work in progress and upon completion to ensure that maintenance and repair activities are performed in accordance with contract specifications.
- Reads and interprets schematics, diagrams, and construction drawings; interprets and applies applicable regulations and standards.
- Establishes, implements, and maintains a computerized maintenance/asset management program to support short- and long-term financial planning and reporting, including proper accounting of labor, materials, and equipment at facilities; maintains accurate records of the condition of facilities.

- Monitors, controls, and maintains inventory and storage of supplies and equipment; research available parts for quality and price; orders supply, parts, and tools as needed.
- Ensures work areas are maintained in a clean and orderly condition, including securing equipment, vehicles, and tools at the close of the workday.
- Prepares agenda items and various reports for the Commission, management, and internal and external project stakeholders; attends and presents and/or participates in Commission, County Board of Supervisor, City Council, local business, and related meetings.
- Responds to inquiries and complaints and assists with resolutions and alternative recommendations.
- Ensure compliance with mandated workplace safety rules, regulations, and protocols.
- Performs other duties as assigned.

In addition, when assigned to Building and Security

- Coordinates and oversees the day-to-day operations and maintenance of RCTC owned and/or leased offices and toll facilities, including general maintenance, security and protection, and parking, by administering contracts for consultant and/or County contract services.
- Monitors and maintains RCTC vehicles including ongoing maintenance, fueling, cleaning, and staff use policies.
- Provides ongoing security metrics dashboards and incident reports to management for review.
- Monitors closed circuit television (CCTV) system performance; identifies and recommends system improvements to reduce RCTC's maintenance and operations costs.
- Generates and reviews security dashboards, reports and plans, makes recommendations, and implements measures to mitigate and minimize incidents and improve security.
- Use existing electronic software for approval and documentation of the maintenance projects including Microsoft Teams Approval process, Microsoft Forms, and Power BI.
- Track staff repair requests and respond to staff in a professional service-oriented manner.
- Coordinate with the building owner(s) necessary repairs or services covered under the building lease and Review, understand, and enforce the building lease requirements. Track compliance with RCTC's ADA plans and coordinate tri-annual updates.

In addition, when assigned to Rail Station Maintenance

- Coordinates and oversees the day-to-day operations and maintenance of RCTC owned and/or leased rail stations and railroads, including on-call maintenance, plumbing, electrical, cleaning, painting, pest control, trash service, rail right-of-way, heating, ventilation, and air conditioning (HVAC), paving, landscape, and related general maintenance, minor construction, and parking, by administering contracts for consultant and/or County contract services.
- Prepare reports for submission to various state and federal funding agencies.
- Participates in audits of facilities conducted by the Federal Transportation Administration (FTA); ensures facilities are maintained and operated properly according to FTA guidelines.
- Coordinate with local law enforcement, railroads, railway police, city maintenance staff, and others.
- Track compliance with RCTC's ADA plans and coordinate tri-annual updates.

Knowledge of:

- Principles, practices, methods, equipment, materials, and tools used in facilities construction and maintenance.
- Facilities planning and management processes and procedures as applied to the design, cost estimating, construction, installation, and inspection of a variety of facilities.
- Functional principles of mechanical and security systems.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of budget and contract preparation and administration.

- Occupational hazards and safety standards related to construction and maintenance work.
- Principles and procedures of record keeping.
- Business arithmetic.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Modern office practices, methods, computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing RCTC in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and RCTC staff.

Ability to:

- Oversee the construction and maintenance of assigned facilities by administering contracts for consultants and/or County contract services.
- Prepare and administer project budgets; allocate limited resources in a cost-effective manner.
- Read and interpret technical information from manuals, schematics, diagrams, and construction drawings.
- Implement a comprehensive computerized maintenance/asset management program.
- Understand general accounting fundamentals in terms of proper coding and payment of contracts for equipment, supplies, and services.
- Research and evaluate new service delivery methods, procedures, and techniques.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent RCTC in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Make accurate arithmetic computations.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Physical & Environmental Elements:

While performing the duties of this class, an employee is regularly required to communicate, in person and by telephone; utilize office equipment; and reach with hands and arms while determining specifications or training and performing trade work. An employee is also required to assimilate written materials relevant to the position.

In addition, while performing the duties, employees of this class are regularly required to engage with effective communication skills; interpret schematic data; interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly

detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact effectively with staff, Commissioners, and others encountered in the course of work.

Ability to work in a standard office environment as well as dirty, dusty, odorous environments, on construction sites, in confined spaces, or roofs in the course of inspecting and monitoring the work of construction crews and/or staff.

**Summary of
Benefits Available**

CalPERS Retirement System	Short and Long-Term Disability
<i>Classic: 2.7% @ 55 / PEPRA: 2% @ 62</i>	9/80 Hybrid Work Schedule
Up to \$1,500/month towards Medical Plans	Vacation
Dental & Vision fully paid by RCTC	Sick Leave
401(a) Money Purchase Plan	13 Holidays/Year
457 Deferred Compensation	Transportation Assistance Programs
\$100,000 Group Life Insurance	Tuition Reimbursement Program

An RCTC employment application, supplemental questionnaire, and resume must be submitted for consideration by the application deadline.

For more information, please visit www.rctc.org

2/2025