



## REGIONAL TRANSPORTATION COMMISSION

Metropolitan Planning • Public Transportation & Operations • Engineering & Construction

Metropolitan Planning Organization of Washoe County, Nevada

### Facilities Maintenance Specialist

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<b>FLSA status:</b>	<b>Non-Exempt</b>	<b>CLASS CODE:</b>	<b>1730</b>
<b>Established:</b>	<b>January 1, 2005</b>	<b>Grade:</b>	<b>25</b>
<b>Revised:</b>	<b>August 2019</b>		

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**Summary:** Under direct supervision performs semi-skilled and unskilled work in the maintenance, repairs and quality control and assurance of RTC facilities, equipment and grounds to provide a safe and clean environment for RTC employees and customers. Work assignments will vary depending upon season and projects to which assigned.

**DISTINGUISHING CHARACTERISTICS:** Employees in this classification often work as part of a crew and under relatively close supervision. This position is distinguished by the lack of assignments involving skilled maintenance tasks, the lack of any lead work responsibility on projects, and the need for more detailed direction.

**ESSENTIAL FUNCTIONS:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

- Provides first response to facilities related issues.
- Inspect facilities, RTC vehicles, equipment and grounds and reports findings maintain facilities and equipment in accordance with FTA, OSHA Regulations and RTC policies and procedures.
- Inspects and audits contractor operated facilities, equipment, vehicles and grounds and reports findings.
- Ensures facilities, equipment and grounds are free from hazards, properly locked and/or secured and maintained in accordance with all safety and security rules and regulations.
- Perform routine maintenance and inspection functions, including preventive maintenance and repair, on existing RTC structures and facilities. Inspect, maintain and repair mechanical equipment, machinery and systems including but not limited to: HVAC, plumbing, electrical, compressors, boilers, pumps, auxiliary generators, Compressed Natural Gas (CNG) equipment and electric vehicle charging stations for vehicle fueling systems according to specifications and codes.
- Perform routine maintenance and repairs of bus stop amenities.
- Repair routine building systems; repair and perform preventive maintenance on existing building envelope; inspect, repair and maintain all access points of the facility.
- Coordinate and assure quality of repairs by maintenance contractors.
- Operate and repair equipment and machinery used in performing duties; inspects equipment to assure safe operation, cleanliness and serviceability; operates and maintains equipment and wide range of tools used in performing work.

## Facilities Maintenance Specialist

### Job Description

- Completes required daily record documentation utilizing Computerized Maintenance Management System (CMMS).
- Complies with all safety rules and regulations.
- Performs duties as assigned or required including but not limited to: landscape and irrigation system maintenance; snow removal; operating, fueling, washing, performing minor maintenance (wipers, light bulbs, etc..) and cleaning RTC vehicles; moving furniture and equipment; setting up meetings rooms; painting, sweeping lots; mopping spills; changing light bulbs, and/or trash clean up.

### **QUALIFICATIONS FOR EMPLOYMENT:**

#### ***Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job)***

- Knowledge of procedures and safe use of materials, tools and equipment used in industrial equipment maintenance and repair, and in the cleaning and maintenance of buildings and grounds.
- Knowledge of occupational hazards and required preventative measures.
- Skill in inspecting and repairing equipment, maintaining safety standards, and OSHA safety practices.
- Skill in effective verbal and written communication and establishing effective working relations with other RTC staff, vendors, contractors, and outside agency staff.
- Respond to internal and external customers in a polite and courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
- Skill in operating personal computer and general office machines.
- Skill in completing and submitting multiple projects in a timely manner.
- Have the ability to identify problems or issues and be prepared to provide a positive and proper solution.
- The ability to use inspection forms and to support development of new forms to ensure all work is inspected with useful and vital information
- Identify the needs of the facilities by working with staff, contractors and vendors to ensure the quality standard requirements of the RTC are being met. Provide quality control and apply quality assurance principles.
- Work independently and as a member of a team to achieve goals.
- Ability to Understand and follow directions.

#### ***Required Certifications and Licenses:***

Valid driver's license required at time of hire; needs to acquire a forklift certification within one year of employment. Basic CNG safety training required within one year of employment.

#### ***Experience and Training:***

High School Diploma or GED equivalent; AND three (3) years of building and equipment maintenance and repair work; OR an equivalent combination of education and experience. Incumbents must be able to read and write, make basic measurements, and effectively follow written and oral instructions.

Facilities Maintenance Specialist  
Job Description

***Physical and Mental/Intellectual Requirements:***

Performance of the essential and marginal functions requires maintaining physical condition necessary for sitting and standing for prolonged periods of time; for walking, kneeling, climbing, stooping on uneven terrain, in a variety of environmental conditions; lifting items weighing up to 50 pounds; using potentially dangerous tools; being exposed to hazardous materials and bio-hazardous substances as defined by OSHA; and driving a motor vehicle to work sites.

***Working Conditions:***

Work may be performed outside with exposure to weather conditions including heat, rain, snow, cold, and wind. Exposure to noise, dust, fumes, and odors. Potential exposure to dangerous chemicals, cleaning solvents, paints, and unpleasant materials. Occasional work in confined areas. Work may need to be performed alone.

Position required to report 24/7 as operational requirements dictate to ensure the RTC properties and core business is operational at all times, including during emergencies, inclement weather, or maintenance events for boilers, CNG and/or other essential facilities equipment.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the RTC.