



REGIONAL TRANSPORTATION COMMISSION

Metropolitan Planning • Public Transportation & Operations • Engineering & Construction

Metropolitan Planning Organization of Washoe County, Nevada

Fleet and Facilities Administrator

FLSA status: Exempt	CLASS CODE: 2060
Established: January 1, 2005	Grade: 38
Revised: August 2022	

Summary: Under general supervision, plans, organizes, implements, monitors, and administers a wide variety of fleet and facility operations including facility planning, capital improvements, and long-range planning for facility capital investment and asset preservation.

DISTINGUISHING CHARACTERISTICS: This is the advanced, lead level that requires considerable professional knowledge and the use of independent judgment; manage contractors and projects; be an effective collaborator with other RTC staff to implement complex projects.

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

- Manages, plans, and coordinates the purchase and disposal of vehicles and equipment utilized in transit, paratransit, and agency operations.
- Performs new bus audits and inspections including in-plant and post-delivery inspections and audits.
- Monitors transit operations contractors for fleet maintenance programs to ensure compliance with federal requirements, contractual requirements, and fleet readiness.
- Monitors transit operations contractors; oversees the CNG fueling system and stations, hydrogen fuel system and stations, and electrical charging infrastructure preventive maintenance programs, repairs, and upgrades.
- Develops specifications, scopes of work, and evaluation criteria for projects and procurement requirements and provides technical recommendations.
- Conduct liaison responsibilities with contractor management staff regarding compliance and performance-related issues.
- Oversees the inspection of buildings, grounds, equipment, utility systems, vehicles, and facilities to determine needed repairs and maintenance and to ensure they are kept well maintained, clean, and in presentable condition.
- Set priorities for facilities planning, building energy, and environmental management.

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- Manages, plans, and oversees the zero-emission bus program including fueling infrastructure and equipment necessary to successfully and efficiently operate these vehicles.
- Responsible for the maintenance of the Transit Asset Management (TAM) Plan; monitors plan documents for accuracy and completeness; ensures plan is in compliance with Federal requirements.
- Reviews bids, coordinates and supervises contractor work, and ensures final project meets specifications and performance of contractual requirements.
- Supports the needs of safety and security services and other departments that must maintain a clean, safe, and healthy environment.
- Analyzes, investigates, and responds to issues and concerns; ensures contractor compliance with service requirements.
- Ensures effective communication of issues and strategies between project management teams, contractors, and the community.
- Prepares and manages budget(s). Responsible for updating and maintaining project(s) budget and completing the project(s) in a timely manner.
- Oversees audit compliance testing on fleet vehicles to ensure transit vehicles meet applicable guidelines and regulations of Federal, State, and local agencies.
- Ensures effective communication of issues and strategies between stakeholders and project management teams; advises staff on complex planning issues, evaluates and analyzes issues, and recommends and implements solutions.
- May supervise and coordinate the work of assigned staff.
- Ensures compliance with all RTC policies and procedures, Occupational Safety and Health Administration (OSHA), and Federal Transit Authority (FTA) rules and regulations, and all other state and Federal regulations.

QUALIFICATIONS FOR EMPLOYMENT:

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

- Knowledge of organizational and maintenance management practices, and fleet maintenance and management operations, as applied to the analysis and evaluation of programs, policies, quality assurance, and quality control (QA/QC) operational needs and in managing contracts for goods and services.
- Experience with public transit fleet specifications and replacement programs.
- Proven knowledge of engineering principles and practices with application in facilities maintenance and fleet management.
- Understanding of best practice principles and procedures involved in the management of public facilities, including familiarity with current literature, trends and developments in facility maintenance management.
- Understanding of best practice principles of budget preparation and administration.
- Knowledge of pertinent Federal, State, and local laws, codes and regulations.

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- Working knowledge and oversight understanding of electric chargers, hydrogen and CNG supply, distribution and operation and maintenance.
- Ability to use best Practice principles of Computerized Maintenance Management Systems (CMMS).
- Research and reporting methods, techniques, and procedures.
- Knowledge of methods of organizing, scheduling, and prioritizing workloads.
- Knowledge and understanding of English language usage including spelling, grammar, punctuation and vocabulary. Strong skill in effective communication, both verbal and written, and in composing correspondence, reports, and other written materials and documentation.
- Knowledge of principles and practices of contract management, vendor relations, safety and security operations and regulations, occupational hazards and required preventive measures with applied process improvement principals.
- Extensive knowledge of facilities maintenance and operations with ability to apply same to continuing and effective development of contract terms and conditions and technical specifications.
- Skill in assessing and prioritizing multiple tasks, projects, and demands.
- Skill in evaluating the effectiveness of maintenance and repair efforts.

Required Certifications and Licenses:

Valid driver's license required at time of hire.

Experience and Training:

Graduation from an accredited four-year college or university with a bachelor's degree in civil engineering, urban, regional or transportation planning, or a closely related field; plus four years of professional experience in civil engineering, urban, regional or transportation planning OR any equivalent combination of education and experience that provides the required knowledge, skills and abilities.

PREFERRED QUALIFICATIONS:

Experience in managing and/or maintaining transportation assets. Knowledge and experience with transit infrastructure asset management and performance measures used for transportation fleets and facilities. Experience with contract management and contractor compliance for transportation fleets and facilities maintenance.

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. Dexterity, coordination, and vision to use keyboard and video display terminal; vision to read maps and reports.

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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.