



REGIONAL TRANSPORTATION COMMISSION

Planning • Streets and Highways • Public Transportation

Metropolitan Planning Organization

**FLEET & FACILITIES ADMINISTRATOR
OPEN COMPETITIVE RECRUITMENT
APPLICATION DEADLINE: Friday, September 30, 2022
SALARY RANGE: \$ \$86,881.60 to \$128,523.20 (DOQ)**

APPLICATION INFORMATION: Please submit a letter of interest, resume, and RTC application using the following link to the RTC employment application: <https://www.rtcwashoe.com/about/employment-application/> **no later than 5:00 P.M. Friday, September 30, 2022.**

THE REGIONAL TRANSPORTATION COMMISSION (RTC) OF WASHOE COUNTY, NEVADA, an integrated transportation agency that serves as the Metropolitan Planning Organization (MPO), transit authority, and street and highway construction agency invites applications for the position of Fleet and Facilities Administrator.

The incumbent will plan, organize, implement, monitor, and administer a wide variety of fleet and facility operations including facility planning, capital improvements, and long-range planning for facility capital investment and asset preservation. The successful candidate will manage contractors and projects; be an effective collaborator with other RTC staff to implement complex projects.

Minimum qualifications: 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. Valid driver's license required at time of hire.

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.

Benefits include: Nevada Public Employees' Retirement System; medical, dental, vision, life, and long-term disability insurance 100% agency paid for employee and 50% for dependents; generous vacation, sick, personal leave, and Thirteen paid holidays. Nevada does not have a state income tax, and we do not participate in Social Security.

ABOUT THE PROCESS: Applications will be evaluated to determine those candidates whose background and experience most closely meet the agency's needs. The most qualified candidates will be invited to participate in the next phase of the examination process, a panel interview that may include assessment exercise(s) and/or testing to demonstrate possession of required knowledge, skills, and abilities.

The RTC is an Equal Opportunity Employer and Drug Free Work Place